Open Data Platform for Africa

Data Submission & Dissemination Tool

User Manual

V 1.0

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1. Introduction

OpenData Platform (ODP) for Africa is a tool for data submission and dissemination that has been made available for African Countries, under the statistical capacity building program of the African Development Bank (AfDB). ODP offers a rich data dissemination platform that greatly facilitates the web-dissemination of data by agencies using it. ODP provides a unique opportunity for the countries and the regional organizations to disseminate their data through a common suite of tools that offer access, download, and visualization in the form of dashboards, reports, charts, and queries.

This platform also offers capability for the data users to access data in machine-readable SDMX (Statistical Data and Metadata Exchange) standard. SDMX is an initiative sponsored by seven international organizations to foster standards for the exchange of statistical information, (sponsored by BIS, ECB, EUROSTAT, IMF, OECD, UN, and World Bank) and is a key component of providing open access to data.

AfDB and IMF have partnered together with a goal to standardize and streamline data submission process leveraging the OpenData platform across different agencies (National Statistical Office, Central Bank, Ministry of Finance, etc.) in all African countries. The initial effort to leverage data from the OpenData platform and reduce data reporting burden on national institutions is focused towards building capacity in the countries and streamlining the data-submission process to the IMF. Following the same framework, data submissions to other organizations can also be streamlined subsequently and would require the countries and the respective data collection organization to work in partnership with AfDB.

In brief, with the help of OpenData Platform, countries can map data to international standards and load data into OpenData Platform. Data-consuming organizations can collect data from the OpenData Platform seamlessly. This reduces significant effort on agencies reporting burden on data to various national and international agencies.

2. Signing Up with ODP

To sign up a new account with ODP, follow these steps:

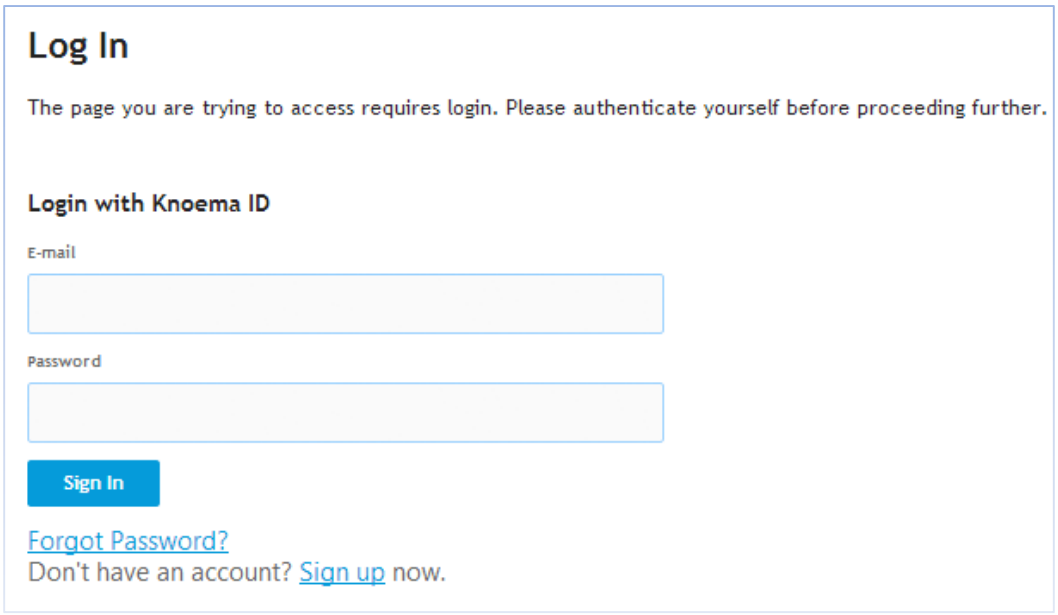
1. Visit to the **ODP Website** in your Web browser. The ODP Website format is:

Agency	Website
National Statistical Office	http://nso.[countryname].opendataforafrica.org
Central Bank	http://cb.[countryname].opendataforafrica.org
Ministry of Finance	http://mof.[countryname].opendataforafrica.org

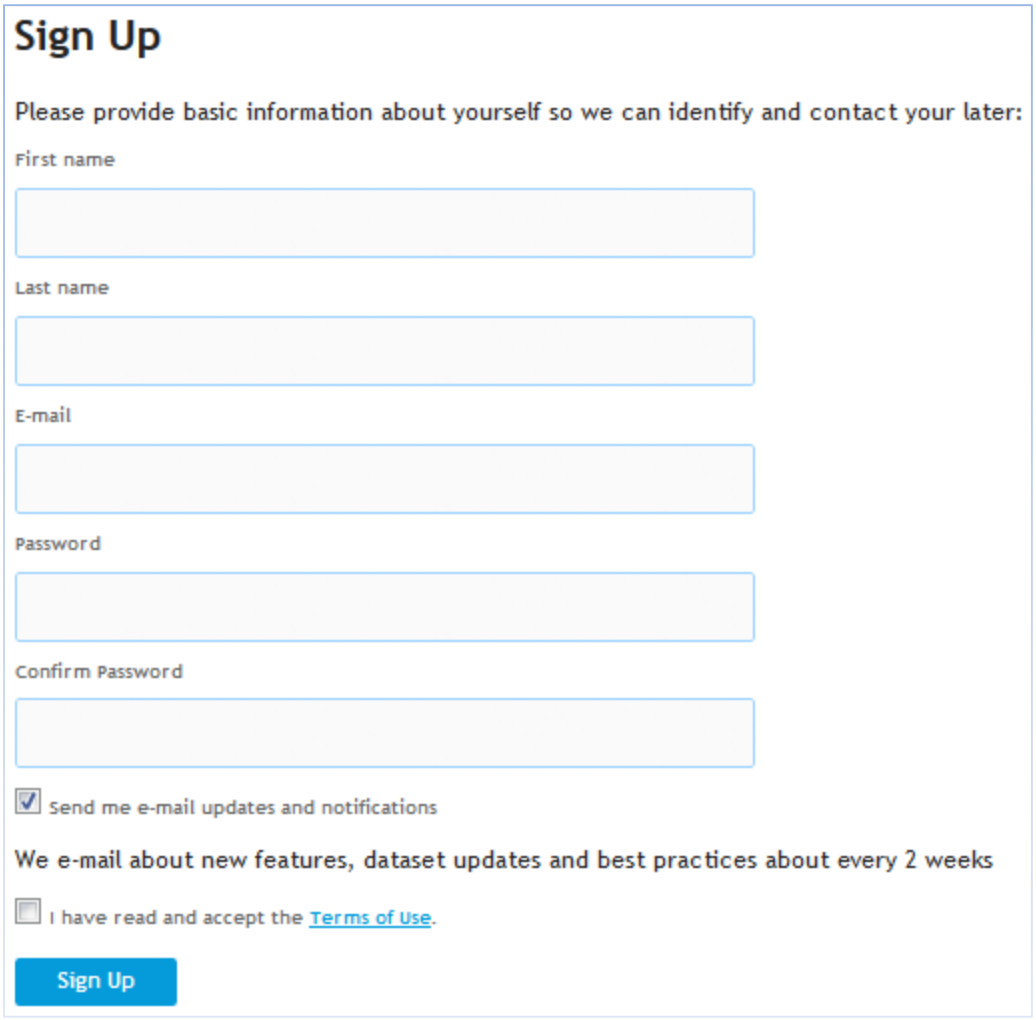
For example,

- National Statistics Office of Tunisia: http://nso.tunisia.opendataforafrica.org
- Central Bank of Tunisia: http://cb.tunisia.opendataforafrica.org
- Ministry of Finance of Tunisia: http://mof.tunisia.opendataforafrica.org

After you visit the ODP Website, the Log In screen appears.


Log In
The page you are trying to access requires login. Please authenticate yourself before proceeding further.
Login with Knoema ID
E-mail
Password
Sign In
Forgot Password?
Don't have an account? Sign up now.

2. Click **Sign up**. The Sign Up page opens.


Sign Up
Please provide basic information about yourself so we can identify and contact your later:
First name
Last name
E-mail
Password
Confirm Password
Send me e-mail updates and notifications
We e-mail about new features, dataset updates and best practices about every 2 weeks
I have read and accept the Terms of Use.
Sign Up

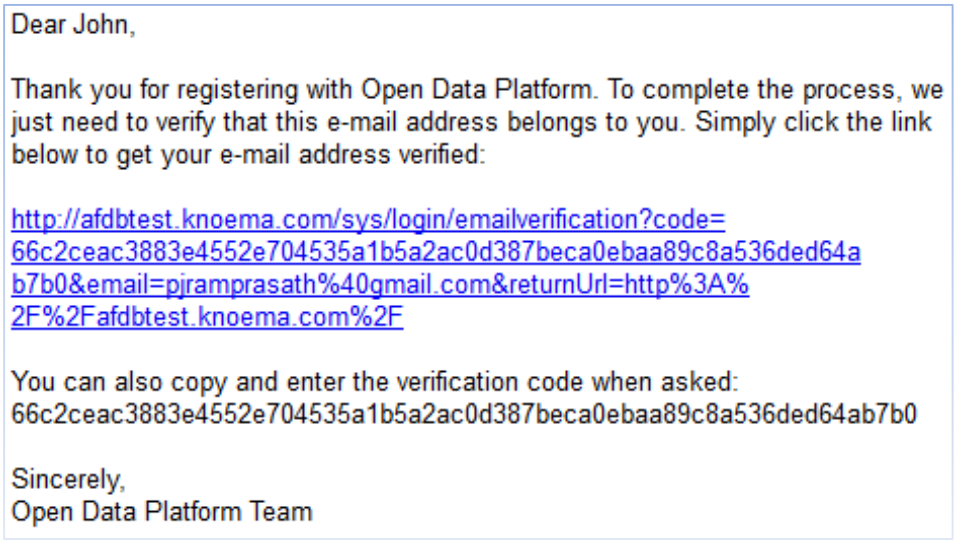
Field	Comments
First Name	Enter your first name. Example: Rick
Last Name	Enter your last name. Example: Ross
E-mail	Enter a valid e-mail address. Example: rick.ross@gmail.com
Password	Enter a password of your choice.
Confirm Password	Re-enter the same password.

NOTE: As you enter the password, the tool rates its quality (Too short, Weak, Good or Strong). Your password should comprise a minimum of six characters to be accepted.

3. Click the checkbox ***Send me e-mail updates and notifications***, if you want to receive regular updates and notifications from ODP.
4. Click the checkbox ***I have read and accept the Terms of Use***. This is mandatory.

5. Click **Sign Up**.

   After you click Sign Up, you will receive a verification e-mail with a verification link and a verification code to your registered e-mail address.



Dear John,

Thank you for registering with Open Data Platform. To complete the process, we just need to verify that this e-mail address belongs to you. Simply click the link below to get your e-mail address verified:

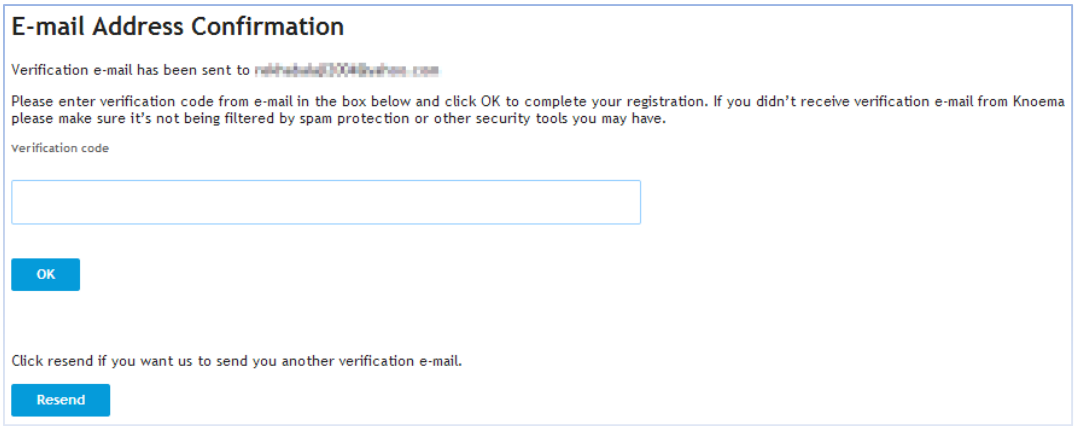
http://afdbtest.knoema.com/sys/login/emailverification?code=66c2ceac3883e4552e704535a1b5a2ac0d387beca0ebaa89c8a536ded64ab7b0&email=pjramprasath%40gmail.com&returnUrl=http%3A%2F%2Fafdbtest.knoema.com%2F

You can also copy and enter the verification code when asked:
66c2ceac3883e4552e704535a1b5a2ac0d387beca0ebaa89c8a536ded64ab7b0

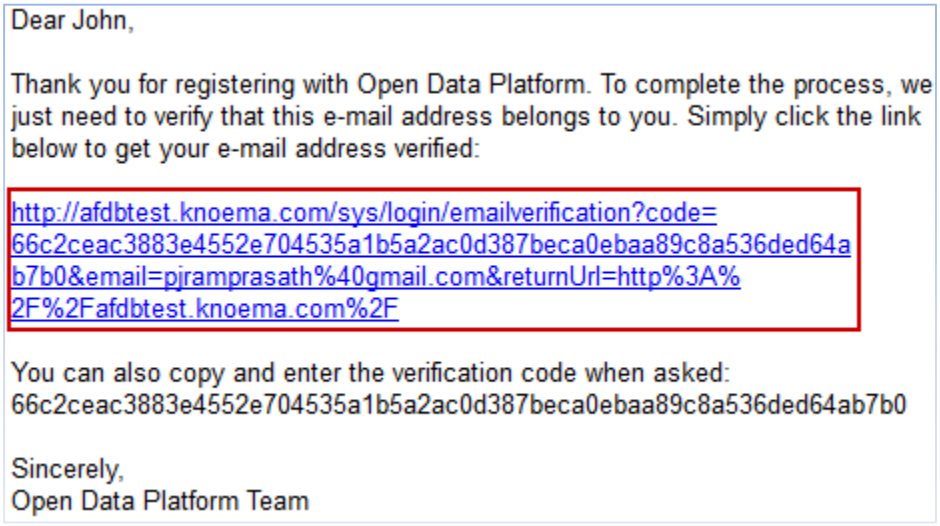
Sincerely,
Open Data Platform Team

NOTE: If you did not receive the verification e-mail in your registered e-mail address, check the e-mail in Spam/Junk folder. If the e-mail is not available at Spam/Junk folder, click Resend and then check your mail box for verification e-mail. If the problem still persists, visit the Technical Support page.

6. Enter the verification code and click **Ok** to complete the registration process.


E-mail Address Confirmation
Verification e-mail has been sent to
Please enter verification code from e-mail in the box below and click OK to complete your registration. If you didn't receive verification e-mail from Knoema please make sure it's not being filtered by spam protection or other security tools you may have.
verification code
OK
Click resend if you want us to send you another verification e-mail.
Resend

You can also click the **verification link** sent to your e-mail address to complete the registration process.



Dear John,

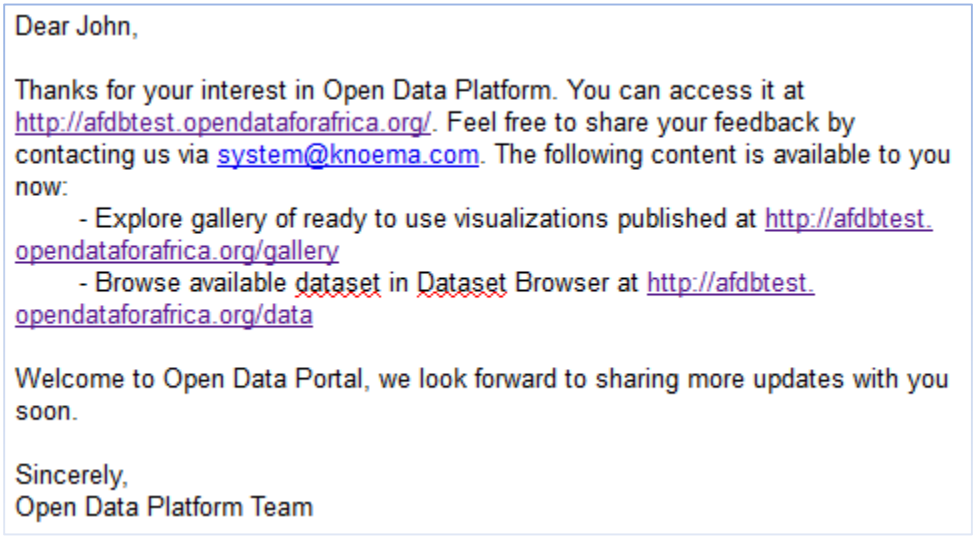
Thank you for registering with Open Data Platform. To complete the process, we just need to verify that this e-mail address belongs to you. Simply click the link below to get your e-mail address verified:

http://afdbtest.knoema.com/sys/login/emailverification?code=66c2ceac3883e4552e704535a1b5a2ac0d387beca0ebaa89c8a536ded64ab7b0&email=pjramprasath%40gmail.com&returnUrl=http%3A%2F%2Fafdbtest.knoema.com%2F

You can also copy and enter the verification code when asked:
66c2ceac3883e4552e704535a1b5a2ac0d387beca0ebaa89c8a536ded64ab7b0

Sincerely,
Open Data Platform Team

7. After you complete the registration process, you will receive a confirmation e-mail to your registered e-mail address.



Dear John,

Thanks for your interest in Open Data Platform. You can access it at http://afdbtest.opendataforafrica.org/. Feel free to share your feedback by contacting us via system@knoema.com. The following content is available to you now:

- Explore gallery of ready to use visualizations published at http://afdbtest.opendataforafrica.org/gallery
- Browse available dataset in Dataset Browser at http://afdbtest.opendataforafrica.org/data

Welcome to Open Data Portal, we look forward to sharing more updates with you soon.

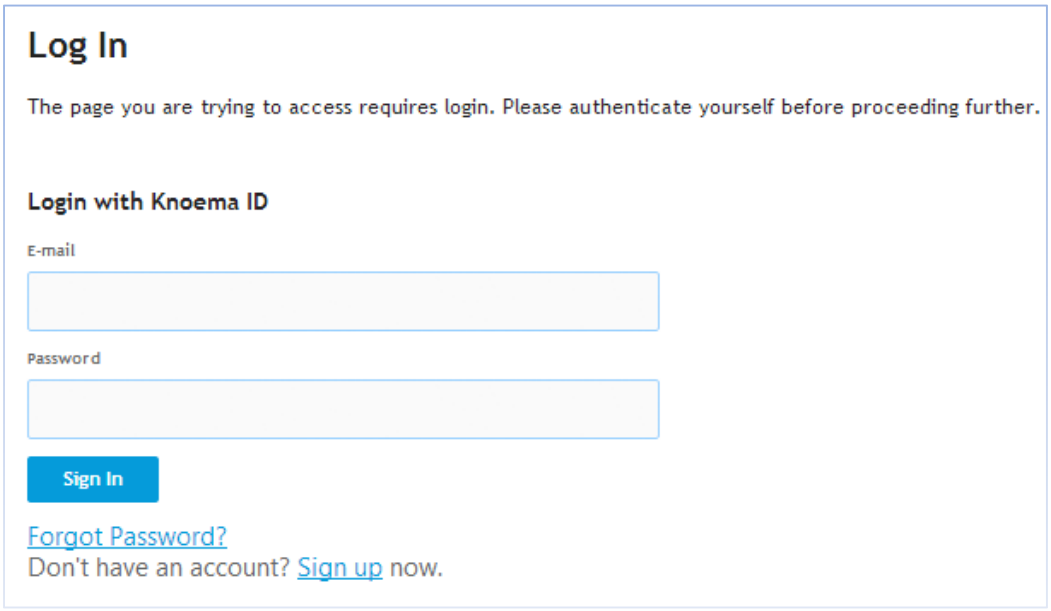
Sincerely,
Open Data Platform Team

Your registration process is now complete. You can sign-in with your e-mail address and password.

3. Logging to ODP

To login to the ODP Website, follow these steps:

1. Visit to the ODP Website. The Log In page appears.
2. Enter your **e-mail address** in the *Email* field.
3. Enter your **password** in the *Password* field.
4. Click **Sign In**.


Log In
The page you are trying to access requires login. Please authenticate yourself before proceeding further.
Login with Knoema ID
E-mail
Password
Sign In
Forgot Password?
Don't have an account? Sign up now.

After you log in, you can view the options based on the role assigned to you. The roles are:

- **Visitor** - As a visitor, you can view the datasets that are shared to *Public,* under **Data Catalog**. You can also view the dashboards that are shared to *Public*, under **Gallery**. Your home screen looks like:

- **Contributor** - As a contributor, you can create your own dataset, upload data on the existing dataset, and build dashboards using the datasets available in the ODP. Your home screen has the **Create Dashboard** and **Upload data** options.

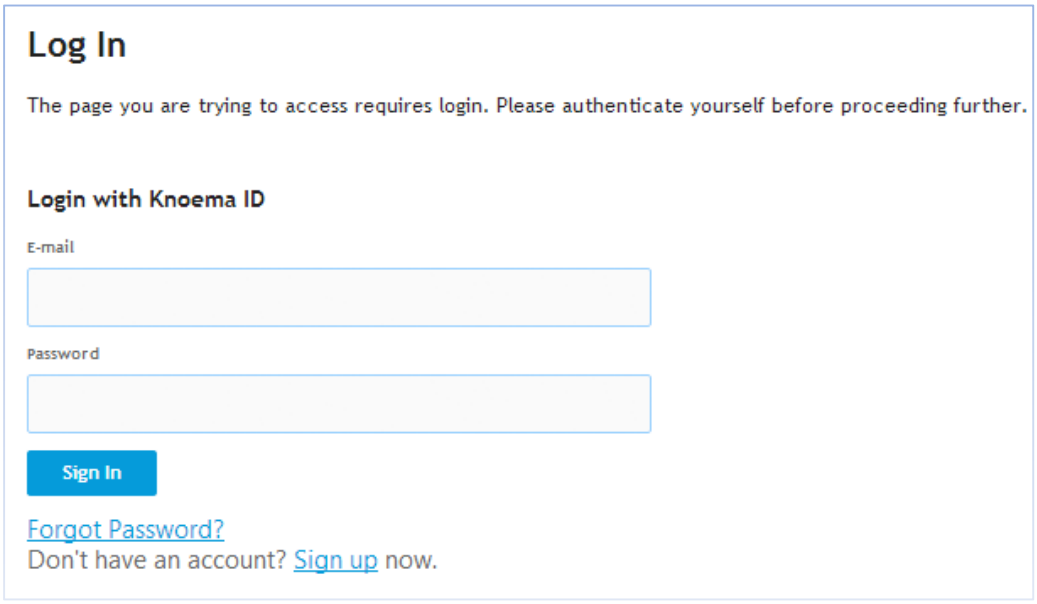
- **Administrator or Manager** - As an administrator or as a manager, you can perform the activities like Contributor's role, and manage the users of ODP and other activities. Your home screen has the **Admin** option.

> **NOTE**: Your role will be assigned by the ODP manager. You can contact your ODP Manager to get your relevant role.

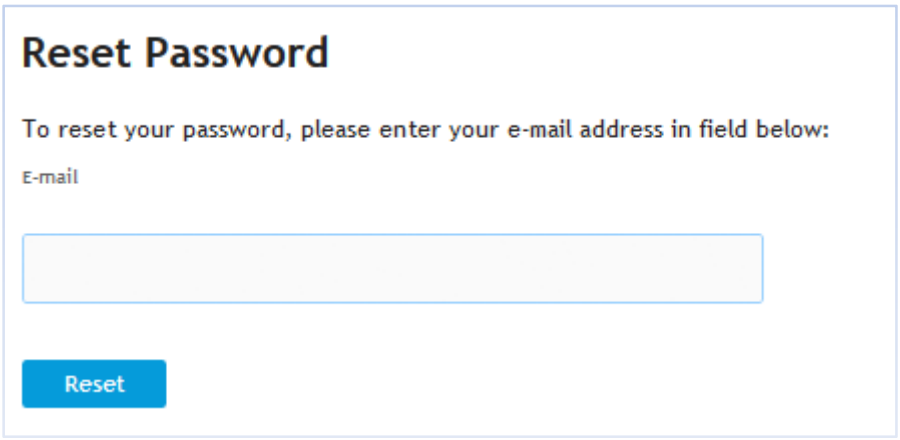
4. Resetting Your Password

In case you have forgotten your password or if you want to reset your password:

1. Log on to the **ODP Website** in your Web browser.

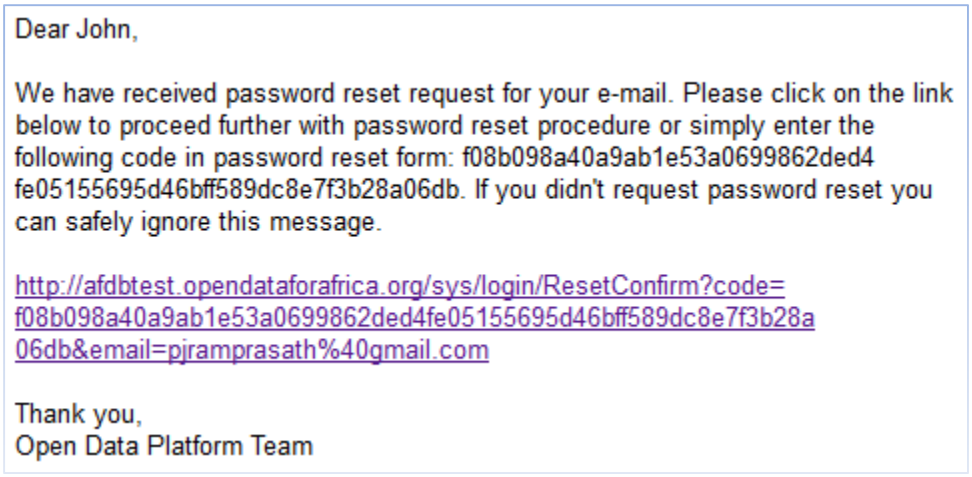

Log In
The page you are trying to access requires login. Please authenticate yourself before proceeding further.
Login with Knoema ID
E-mail
Password
Sign In
Forgot Password?
Don't have an account? Sign up now.

2. Click **Forgot Password**. The Reset Password page opens.



3. Enter your registered e-mail address in the **E-mail** field and click **Reset**.

   You will receive an e-mail to your registered e-mail address, with a confirmation code and a password-reset link.

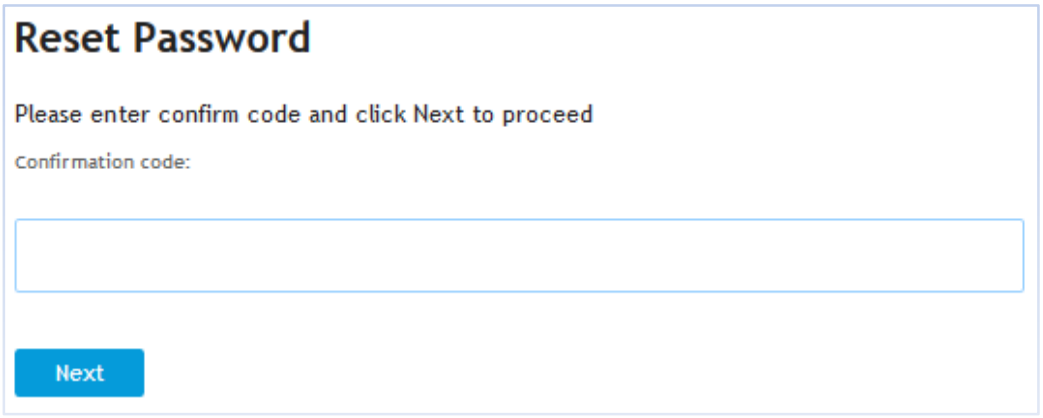

Dear John,

We have received password reset request for your e-mail. Please click on the link below to proceed further with password reset procedure or simply enter the following code in password reset form: f08b098a40a9ab1e53a0699862ded4fe05155695d46bff589dc8e7f3b28a06db. If you didn't request password reset you can safely ignore this message.

http://afdbtest.opendataforafrica.org/sys/login/ResetConfirm?code=f08b098a40a9ab1e53a0699862ded4fe05155695d46bff589dc8e7f3b28a06db&email=pjramprasath%40gmail.com

Thank you,
Open Data Platform Team

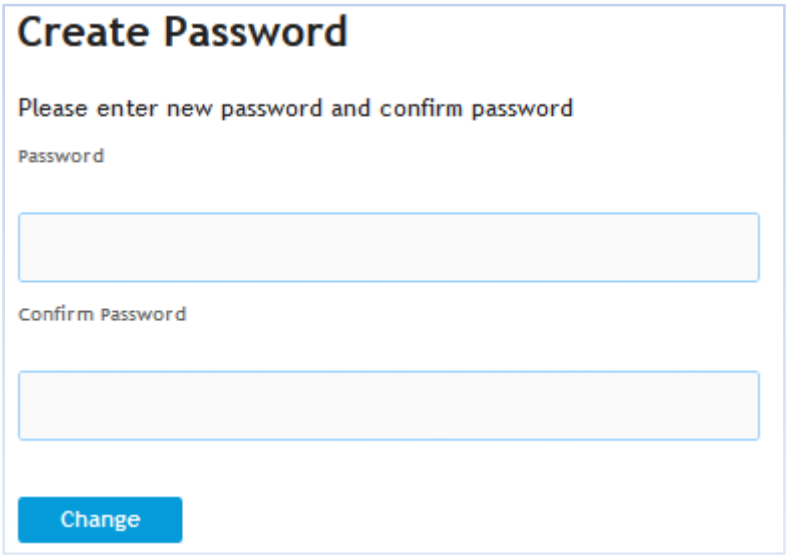
4. Enter the **Confirmation code** and click **Next**.



The **Create Password** page opens.

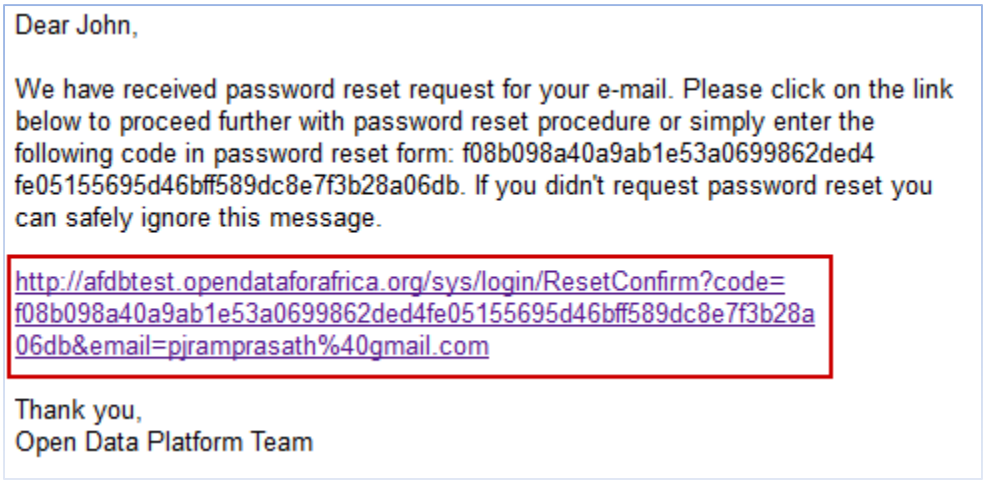
5. Enter your new password and re-enter your new password.

6. Click **Change**.



NOTE: As you enter the password, the tool rates its quality (Too short, Weak, Good or Strong). Your password should comprise a minimum of six characters to be accepted.

You can also click the verification link sent in your e-mail address.


Dear John,
We have received password reset request for your e-mail. Please click on the link below to proceed further with password reset procedure or simply enter the following code in password reset form: f08b098a40a9ab1e53a0699862ded4 fe05155695d46bff589dc8e7f3b28a06db. If you didn't request password reset you can safely ignore this message.
http://afdbtest.opendataforafrica.org/sys/login/ResetConfirm?code=f08b098a40a9ab1e53a0699862ded4fe05155695d46bff589dc8e7f3b28a06db&email=pjramprasath%40gmail.com
Thank you,
Open Data Platform Team

After you click the verification link, the Create Password page opens in your default Web browser. Enter the password and confirm password and click **Change** to change your password.

After you click **Change**, your password reset process is complete and you can sign-in with a new password.

5. Exploring the Data Catalog

The **Data Catalog** section enables you to view the currently available datasets and the options associated with the datasets. Click **Data Catalog** to explore the Data Catalog.

On the home page, click **Data Catalog**.

The Dataset Browser page opens.

The options available are:

- Personal
- Topics
- Sources
- Regions
- Search

NOTE: Under these options, you can find a filter box, in which you can quickly find a dataset by name.

5.1. Personal

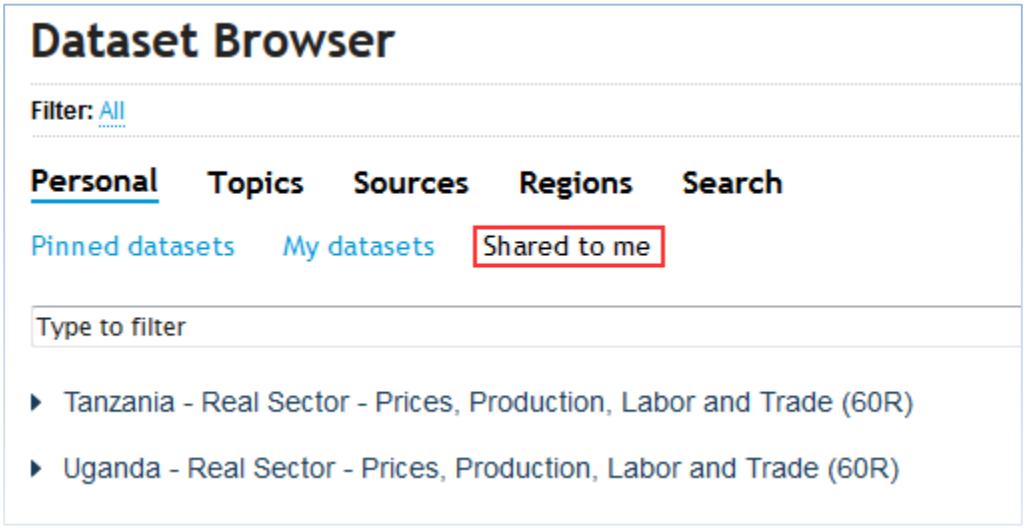
Under personal, you can view all the datasets uploaded by you and the datasets shared to you. The available options are:

- **Pinned dataset** – This option enables you to collate all your favorite datasets. When you pin a dataset as your favorite dataset, it will appear under *Pinned datasets*. To pin a dataset, follow these steps:

1. Move over the mouse cursor to any dataset.
2. Click the icon available at the right, to pin your dataset. After you click the icon, the icon changes to . Now, the pinned datasets appear under *Pinned datasets*, in which you can access the datasets quickly.

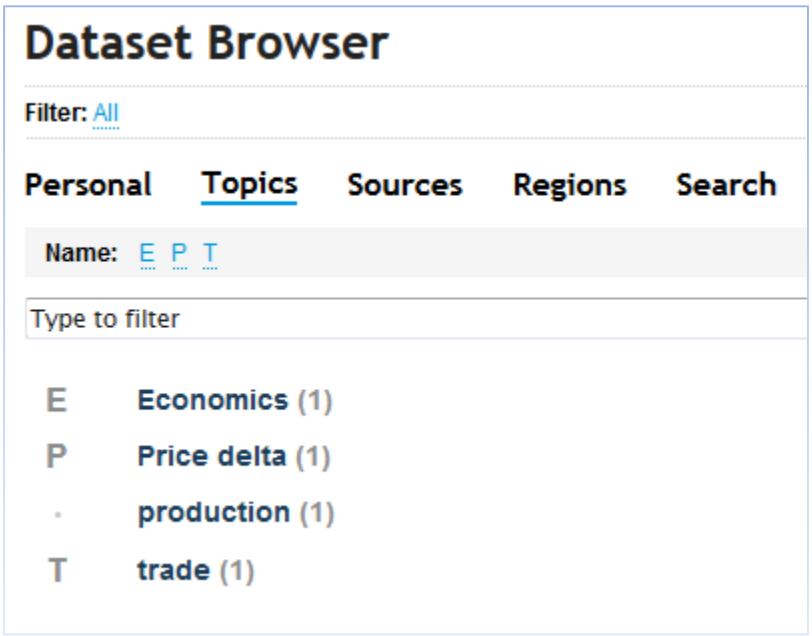
- **My datasets –** This option lists all the datasets that are uploaded by you. You may use the *Pin* option to bookmark your dataset that you want.

- **Shared to me –** This option lists all the datasets that are shared to you by other users.

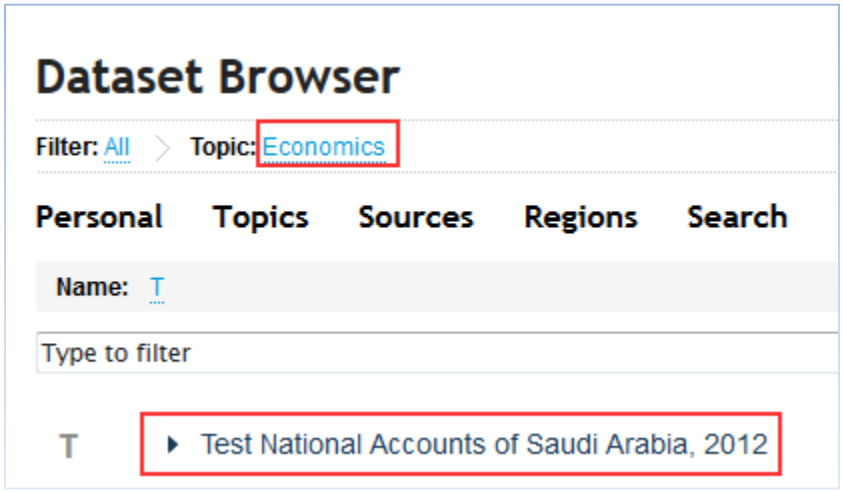


5.2. Topics

Under topics, you can view a list of keywords that are associated with datasets available in ODP. For example:

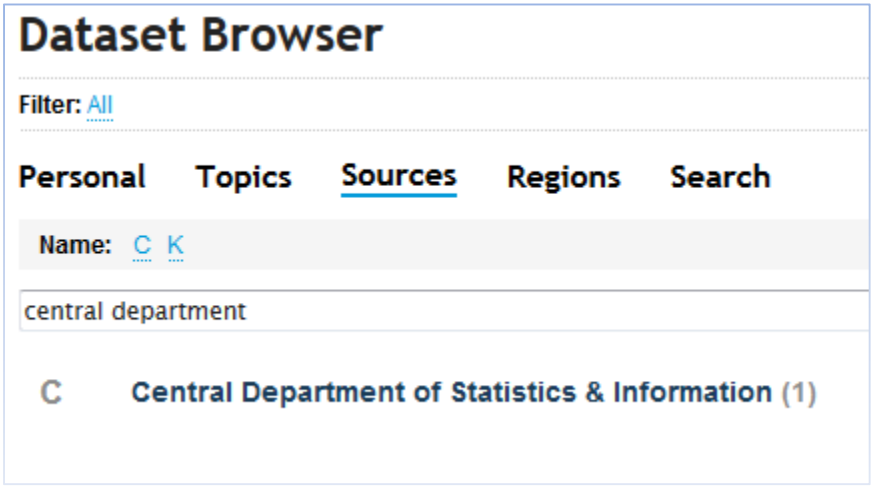


In this scenario, you can see keywords **Economics, Price delta, Production**, and **Trade**. Clicking on a keyword displays the relevant dataset(s) available in ODP.



5.3. Sources

Under sources, you can view all data sources and data providers that are associated with datasets available in ODP. For example: Central department.



5.4. Regions

Under regions, you can view a list of regions and the relevant datasets.

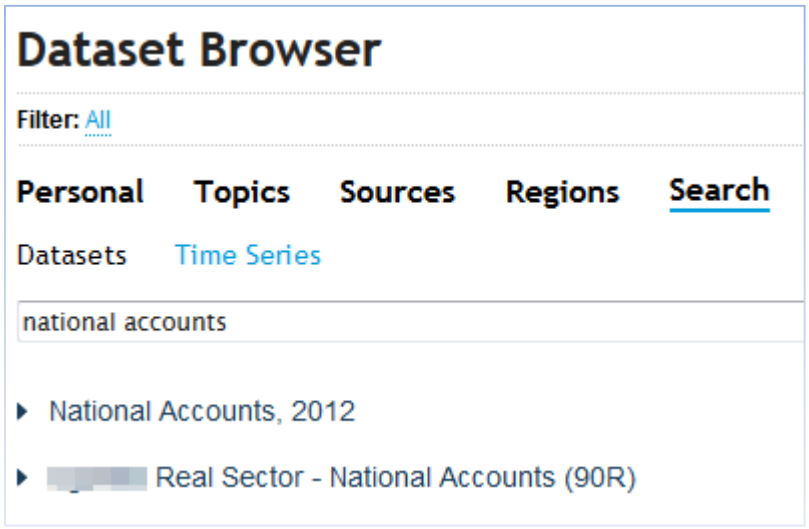
5.5. Search

Under search, you can search your datasets by two ways:

- Datasets
- Time Series

5.5.1 Datasets

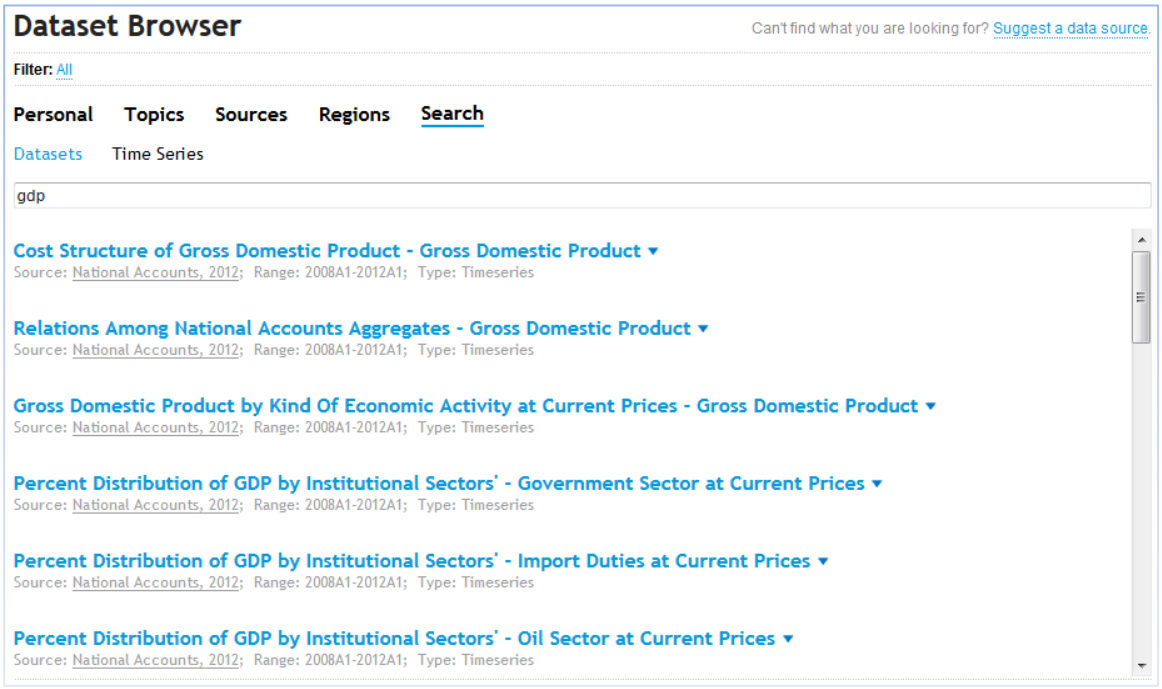
Under Datasets search, you can type the name of a dataset (either full name or partial name) and press **Enter**. The datasets that are relevant to the given name appear as the result. For example: National accounts.



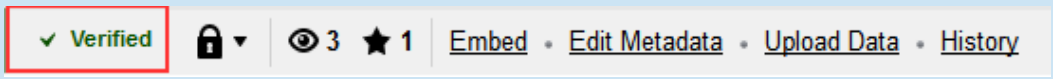
Clicking the dataset enables you to select the dataset to upload data, vizualize data, download data, and so on.

5.5.2 Time Series

Under Time Series search, you can search by indicator name and the system displays a list of datasets that are having the relevant indicator name. You need to press **Enter,** after you type your keyword in the search field. For example: GDP.


Dataset Browser
Can't find what you are looking for? Suggest a data source.
Filter: All
Personal
Topics
Sources
Regions
Search
Datasets
Time Series
gdp
Cost Structure of Gross Domestic Product - Gross Domestic Product
Source: National Accounts, 2012; Range: 2008A1-2012A1; Type: Timeseries
Relations Among National Accounts Aggregates - Gross Domestic Product
Source: National Accounts, 2012; Range: 2008A1-2012A1; Type: Timeseries
Gross Domestic Product by Kind Of Economic Activity at Current Prices - Gross Domestic Product
Source: National Accounts, 2012; Range: 2008A1-2012A1; Type: Timeseries
Percent Distribution of GDP by Institutional Sectors' - Government Sector at Current Prices
Source: National Accounts, 2012; Range: 2008A1-2012A1; Type: Timeseries
Percent Distribution of GDP by Institutional Sectors' - Import Duties at Current Prices
Source: National Accounts, 2012; Range: 2008A1-2012A1; Type: Timeseries
Percent Distribution of GDP by Institutional Sectors' - Oil Sector at Current Prices
Source: National Accounts, 2012; Range: 2008A1-2012A1; Type: Timeseries

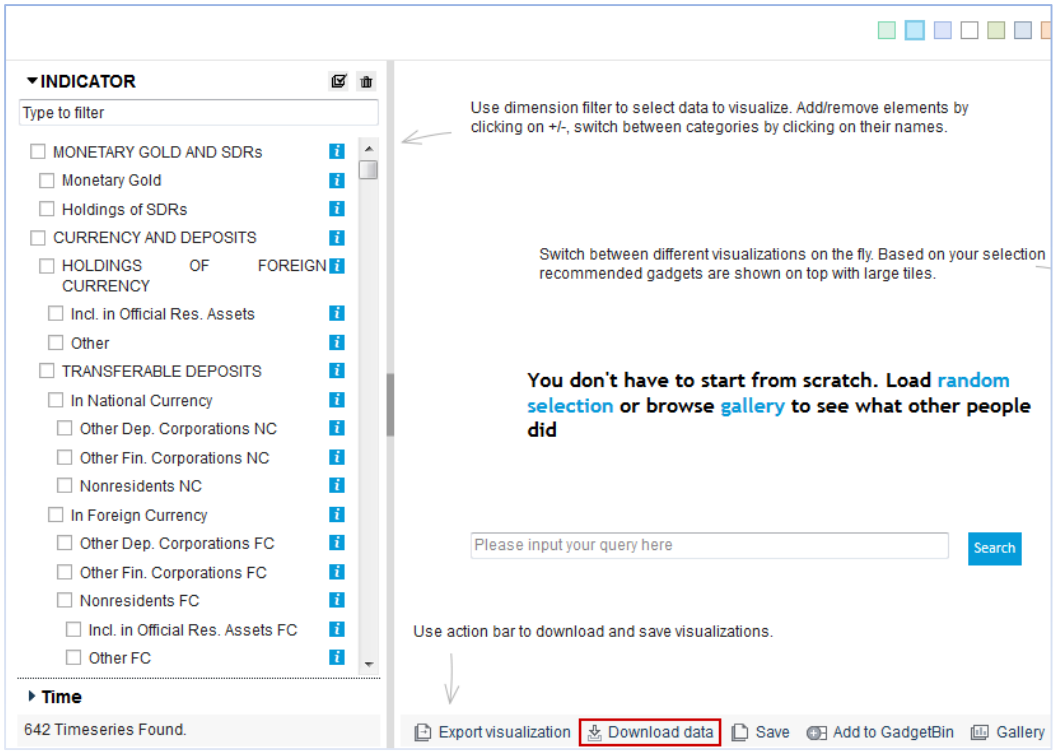
NOTE: Datasets that are approved by ODP manager (datasets showing "verified") alone are displayed in Data Catalog, except in Personal section.



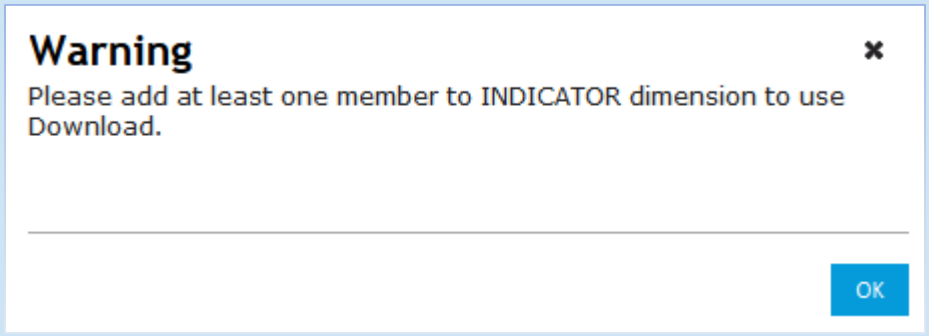
6. Downloading Data from Dataset

To download data from a dataset, follow these steps:

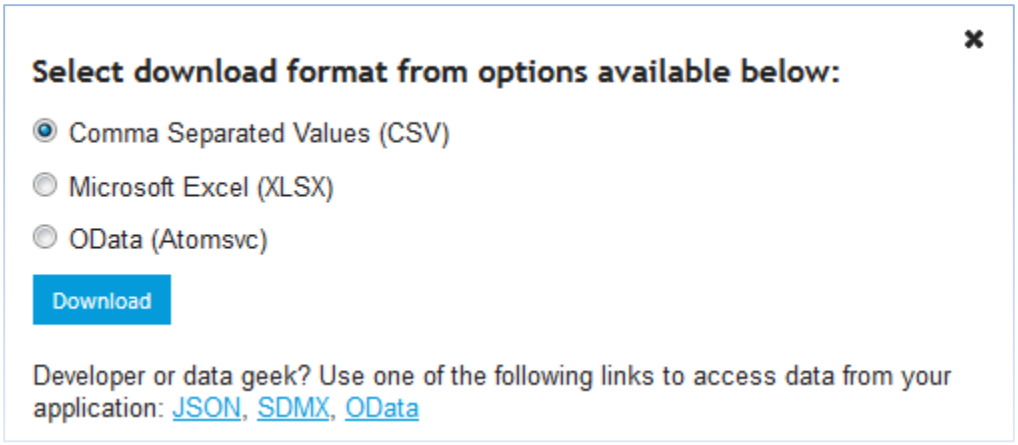
1. Select the dataset that you want to download from the **Data Catalog**.
2. Click **Select Dataset**. Your dataset page opens with its details.
3. Select the indicator that you want to download.
    - - This option enables you to select all the available indicators.
    - - This option enables you to clear all the selected indicators.
4. Click **Download data** from the below options.


INDICATOR
Type to filter
MONETARY GOLD AND SDRs
Monetary Gold
Holdings of SDRs
CURRENCY AND DEPOSITS
HOLDINGS OF FOREIGN CURRENCY
Incl. in Official Res. Assets
Other
TRANSFERABLE DEPOSITS
In National Currency
Other Dep. Corporations NC
Other Fin. Corporations NC
Nonresidents NC
In Foreign Currency
Other Dep. Corporations FC
Other Fin. Corporations FC
Nonresidents FC
Incl. in Official Res. Assets FC
Other FC
Time
642 Timeseries Found.
Use dimension filter to select data to visualize. Add/remove elements by clicking on +/-, switch between categories by clicking on their names.
Switch between different visualizations on the fly. Based on your selection recommended gadgets are shown on top with large tiles.
You don't have to start from scratch. Load random selection or browse gallery to see what other people did
Please input your query here
Search
Use action bar to download and save visualizations.
Export visualization
Download data
Save
Add to GadgetBin
Gallery

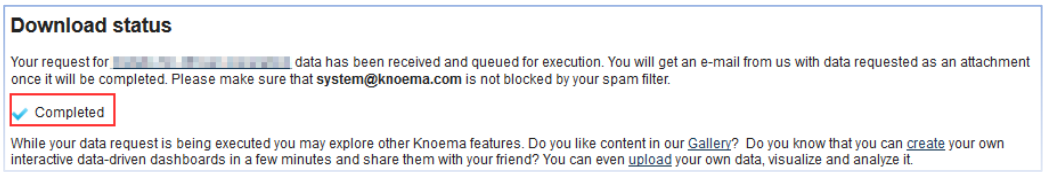
NOTE: You need to make sure that you select at least one indicator in each dimension. If you do not select any indicator and try to click the Download data option, a warning message displays, displaying to select the indicator.



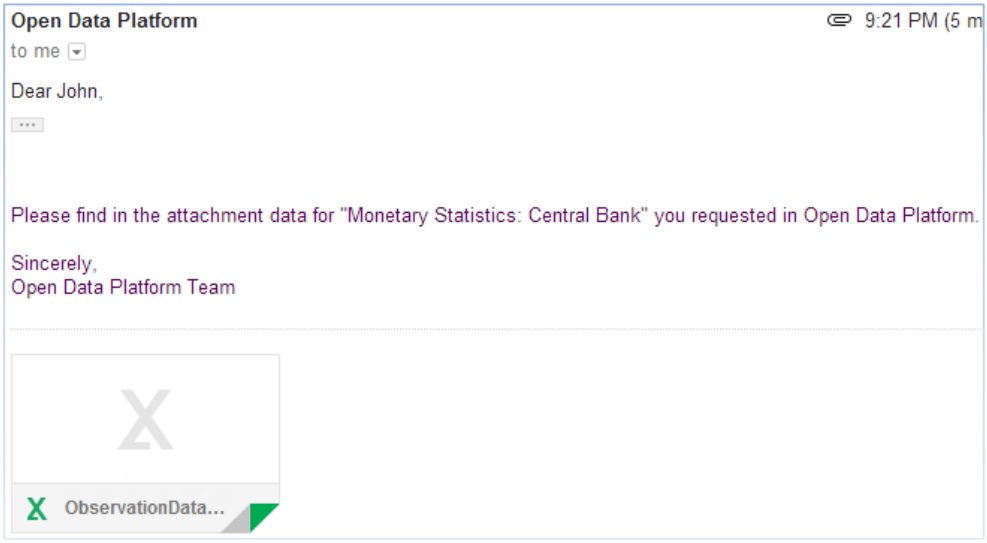
5. After you select the indicator and click **Download data**, the download window opens. Select the format to download and click **Download**.


Select download format from options available below:
Comma Separated Values (CSV)
Microsoft Excel (XLSX)
OData (Atomsvc)
Download
Developer or data geek? Use one of the following links to access data from your application: JSON, SDMX, OData

After you click Download, you will be redirected to the Download status page, displaying the status of your data download. If the process is successful, the status shows as Completed. You will receive your selected format data in your registered e-mail address.


Download status
Your request for data has been received and queued for execution. You will get an e-mail from us with data requested as an attachment once it will be completed. Please make sure that system@knoema.com is not blocked by your spam filter.
Completed
While your data request is being executed you may explore other Knoema features. Do you like content in our Gallery? Do you know that you can create your own interactive data-driven dashboards in a few minutes and share them with your friend? You can even upload your own data, visualize and analyze it.

6. Open your mail box to view the download email sent by the system.


Open Data Platform
9:21 PM (5 m
to me
Dear John,
Please find in the attachment data for "Monetary Statistics: Central Bank" you requested in Open Data Platform.
Sincerely,
Open Data Platform Team
ObservationData...

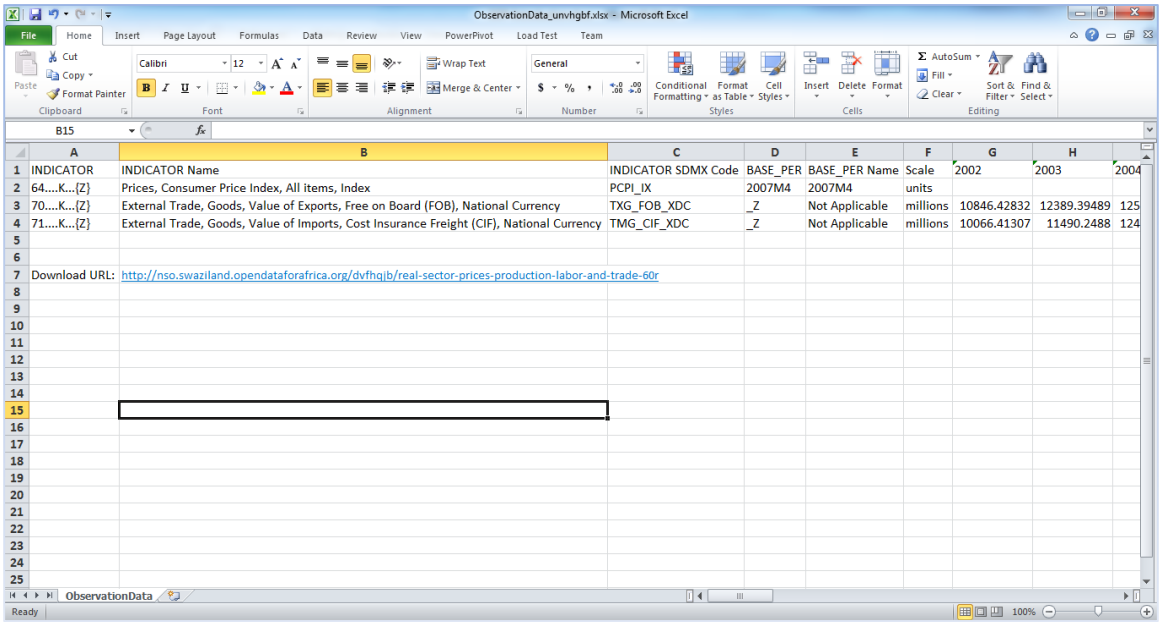
If you receive any error while processing your request, contact the Technical Support for help.

7. Preparing Data for Submission

You can prepare data for submission by following these steps:

- Downloading the existing data from ODP, by selecting the Excel sheet format.
- Making necessary changes in the Excel sheet.
- Uploading the updated Excel sheet to ODP.

Consider a scenario that you have downloaded an existing data in excel-sheet (xlsx) format, from ODP. After you download data in excel-sheet (xlsx) format, the file may look like:



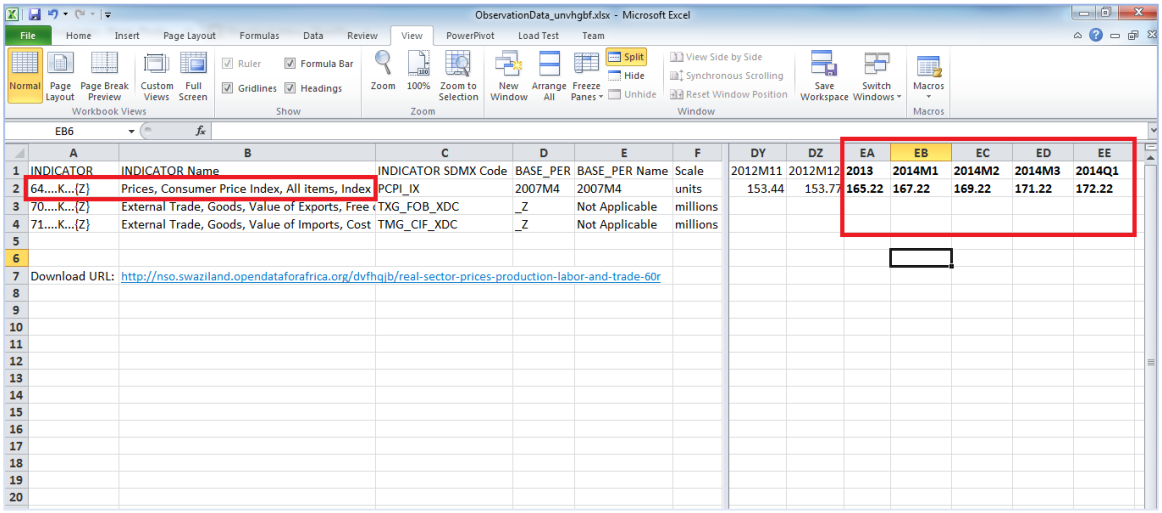
	A	B	C	D	E	F	G	H	
1	INDICATOR	INDICATOR Name	INDICATOR SDMX Code	BASE_PER	BASE_PER Name	Scale	2002	2003	2004
2	64....K...{Z}	Prices, Consumer Price Index, All items, Index	PCPI_IX	2007M4	2007M4	units			
3	70....K...{Z}	External Trade, Goods, Value of Exports, Free on Board (FOB), National Currency	TXG_FOB_XDC	_Z	Not Applicable	millions	10846.42832	12389.39489	125
4	71....K...{Z}	External Trade, Goods, Value of Imports, Cost Insurance Freight (CIF), National Currency	TMG_CIF_XDC	_Z	Not Applicable	millions	10066.41307	11490.2488	124
5									
6									
7	Download URL:	http://nso.swaziland.opendataforafrica.org/dvfhqjb/real-sector-prices-production-labor-and-trade-60r							

You can start making the necessary changes in the excel sheet and save the excel sheet to upload the updated excel sheet.

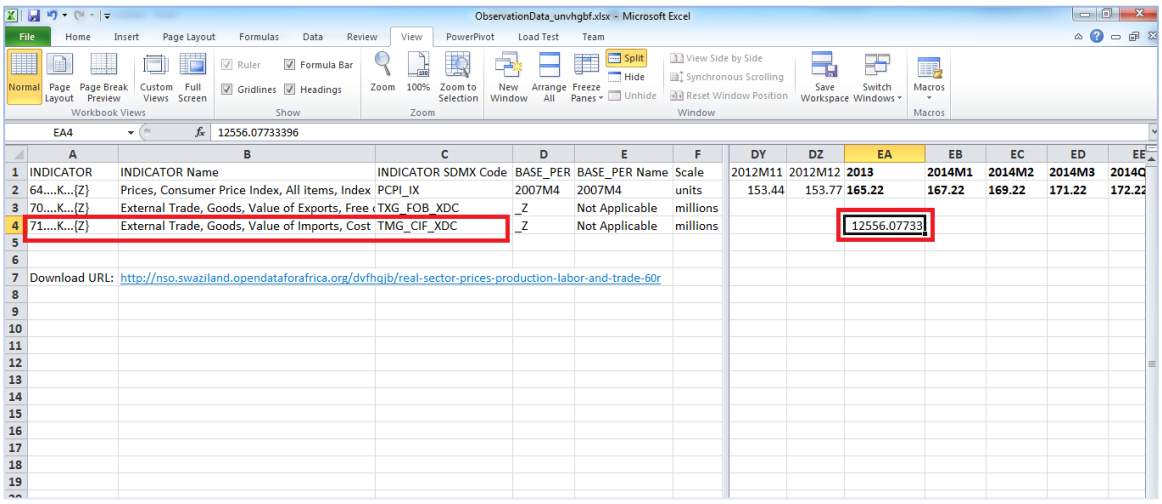
As per the example of the excel sheet, let's say you want to add data for *Consumer price index* and update for the following:

- Annual data for 2013
- Monthly data for 2014 January , 2014 February, and 2014 March
- Quarterly data for 2014 Q1

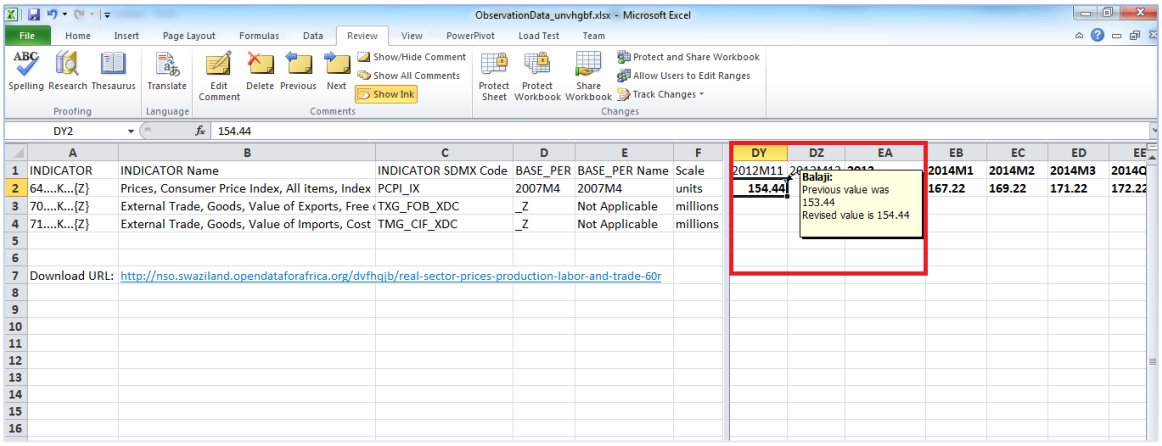
You can just make the necessary changes.



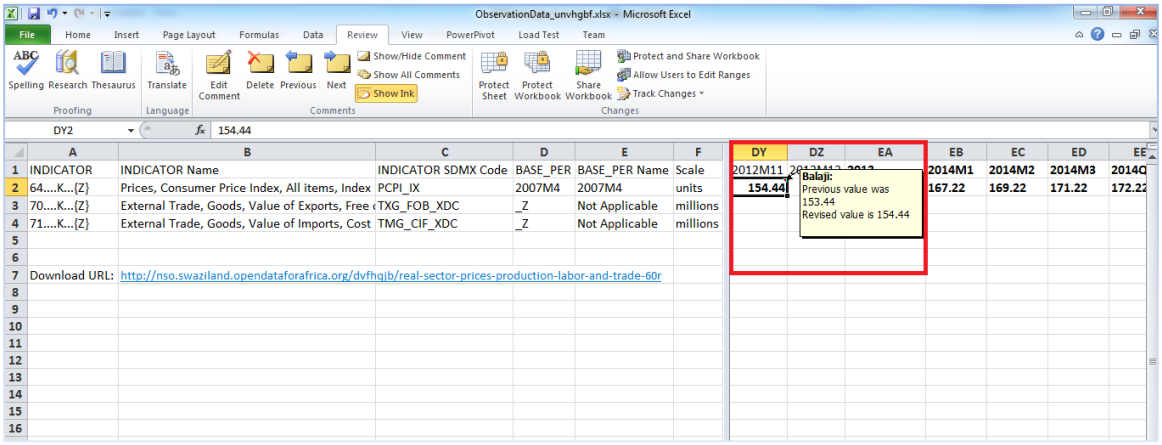
You can also make changes to other existing indicator(s). If you want to add more data to the existing indicators, you can update the same.



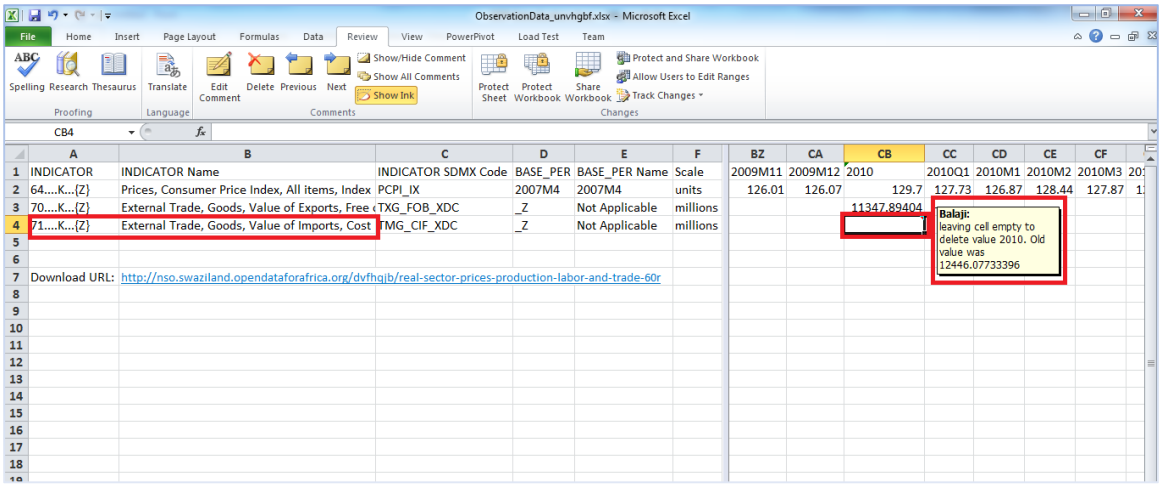
If you want to make changes to any existing data points, you can edit the values. For example, if you want to edit the value of *Consumer Price Index* for *2012M11,* you can edit the relevant values.



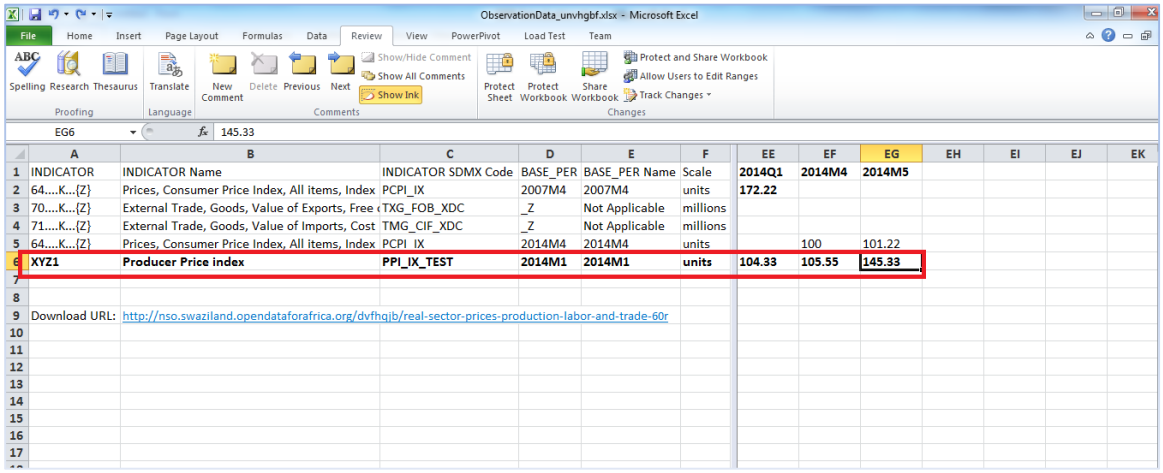
If you want to delete any data points, you can make the relevant cell empty.



If you want add data for a new base period in *Consumer Price Index*, you need to add another row (shown below). This is because, whenever there is a change in base period, it should be treated as new time series.



If you want add new indicator, then you can add new row (shown below). When you add new indicator, it should have valid code, name, and relevant SDMX code.



	A	B	C	D	E	F	EE	EF	EG	EH	EI	EJ	EK
1	INDICATOR	INDICATOR Name	INDICATOR SDMX Code	BASE_PER	BASE_PER Name	Scale	2014Q1	2014M4	2014M5				
2	64....K...{Z}	Prices, Consumer Price Index, All items, Index	PCPI_IX	2007M4	2007M4	units	172.22						
3	70....K...{Z}	External Trade, Goods, Value of Exports, Free	TXG_FOB_XDC	_Z	Not Applicable	millions							
4	71....K...{Z}	External Trade, Goods, Value of Imports, Cost	TMG_CIF_XDC	_Z	Not Applicable	millions							
5	64....K...{Z}	Prices, Consumer Price Index, All items, Index	PCPI_IX	2014M4	2014M4	units		100	101.22				
6	**XYZ1**	**Producer Price index**	**PPI_IX_TEST**	**2014M1**	**2014M1**	**units**	**104.33**	**105.55**	**145.33**				
7													
8													
9	Download URL:	http://nso.swaziland.opendataforafrica.org/dvfhqjb/real-sector-prices-production-labor-and-trade-60r											
10													
11													
12													
13													
14													
15													
16													
17													

NOTE: If you want to add a new indicator, you need to get relevant SDMX code from IMF before uploading to ODP.

After you make all necessary changes, save the excel sheet and upload to ODP. Once you upload the excel sheet, the updates will appear to the data in ODP.

8. Making a Data Submission

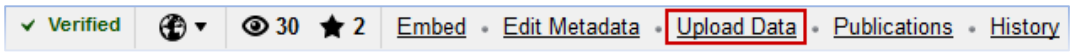
You can make your data submission to the existing datasets that are available to you.

> **NOTE**:
>
> If you want to create a new dataset in ODP, see ***Uploading a New Dataset*** topic.

To make a data submission, follow these steps:

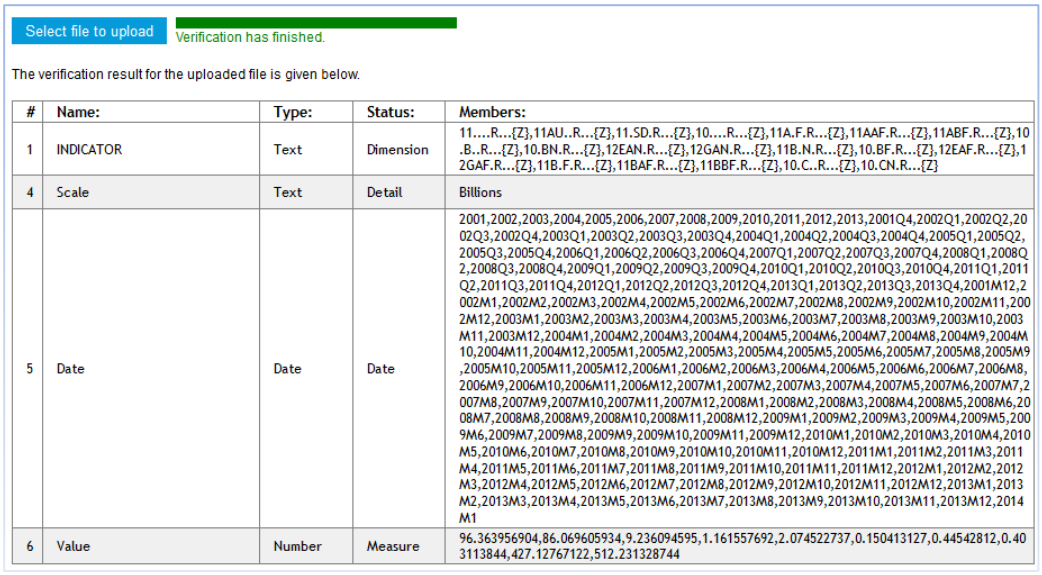
1. Select a dataset from the **Data Catalog**, in which you want to make your data submission.

   The dataset opens with its details.
2. Click Upload Data.



3. Click **Select file to upload**. The File Upload pop-up appears.
4. Select the file that you want to upload. You can upload excel sheet, CSV, and TSV format files.
5. After you select the file, ODP provides the status of your file upload.

   After you upload the file, the system verifies the file format. If the file format is valid, you will get the verification-success message, displaying a few rows to preview the content of your file. You can verify the data displayed on the screen to ensure the correct file is uploaded to ODP.

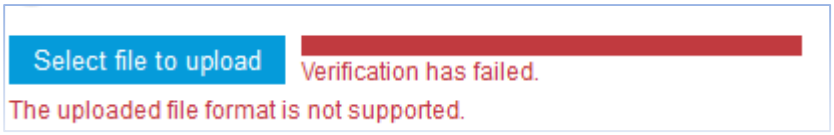


Select file to upload Verification has finished.

The verification result for the uploaded file is given below.

#	Name:	Type:	Status:	Members:
1	INDICATOR	Text	Dimension	11....R...{Z},11AU..R...{Z},11.SD.R...{Z},10....R...{Z},11A.F.R...{Z},11AAF.R...{Z},11ABF.R...{Z},10.B..R...{Z},10.BN.R...{Z},12EAN.R...{Z},12GAN.R...{Z},11B.N.R...{Z},10.BF.R...{Z},12EAF.R...{Z},12GAF.R...{Z},11B.F.R...{Z},11BAF.R...{Z},11BBF.R...{Z},10.C..R...{Z},10.CN.R...{Z}
4	Scale	Text	Detail	Billions
5	Date	Date	Date	2001,2002,2003,2004,2005,2006,2007,2008,2009,2010,2011,2012,2013,2001Q4,2002Q1,2002Q2,2002Q3,2002Q4,2003Q1,2003Q2,2003Q3,2003Q4,2004Q1,2004Q2,2004Q3,2004Q4,2005Q1,2005Q2,2005Q3,2005Q4,2006Q1,2006Q2,2006Q3,2006Q4,2007Q1,2007Q2,2007Q3,2007Q4,2008Q1,2008Q2,2008Q3,2008Q4,2009Q1,2009Q2,2009Q3,2009Q4,2010Q1,2010Q2,2010Q3,2010Q4,2011Q1,2011Q2,2011Q3,2011Q4,2012Q1,2012Q2,2012Q3,2012Q4,2013Q1,2013Q2,2013Q3,2013Q4,2001M12,2002M1,2002M2,2002M3,2002M4,2002M5,2002M6,2002M7,2002M8,2002M9,2002M10,2002M11,2002M12,2003M1,2003M2,2003M3,2003M4,2003M5,2003M6,2003M7,2003M8,2003M9,2003M10,2003M11,2003M12,2004M1,2004M2,2004M3,2004M4,2004M5,2004M6,2004M7,2004M8,2004M9,2004M10,2004M11,2004M12,2005M1,2005M2,2005M3,2005M4,2005M5,2005M6,2005M7,2005M8,2005M9,2005M10,2005M11,2005M12,2006M1,2006M2,2006M3,2006M4,2006M5,2006M6,2006M7,2006M8,2006M9,2006M10,2006M11,2006M12,2007M1,2007M2,2007M3,2007M4,2007M5,2007M6,2007M7,2007M8,2007M9,2007M10,2007M11,2007M12,2008M1,2008M2,2008M3,2008M4,2008M5,2008M6,2008M7,2008M8,2008M9,2008M10,2008M11,2008M12,2009M1,2009M2,2009M3,2009M4,2009M5,2009M6,2009M7,2009M8,2009M9,2009M10,2009M11,2009M12,2010M1,2010M2,2010M3,2010M4,2010M5,2010M6,2010M7,2010M8,2010M9,2010M10,2010M11,2010M12,2011M1,2011M2,2011M3,2011M4,2011M5,2011M6,2011M7,2011M8,2011M9,2011M10,2011M11,2011M12,2012M1,2012M2,2012M3,2012M4,2012M5,2012M6,2012M7,2012M8,2012M9,2012M10,2012M11,2012M12,2013M1,2013M2,2013M3,2013M4,2013M5,2013M6,2013M7,2013M8,2013M9,2013M10,2013M11,2013M12,2014M1
6	Value	Number	Measure	96.363956904,86.069605934,9.236094595,1.161557692,2.074522737,0.150413127,0.44542812,0.403113844,427.12767122,512.231328744

If the system detects the file is invalid, the system rejects the file and you will get the failed-status message. You need to make sure your file is in valid format.

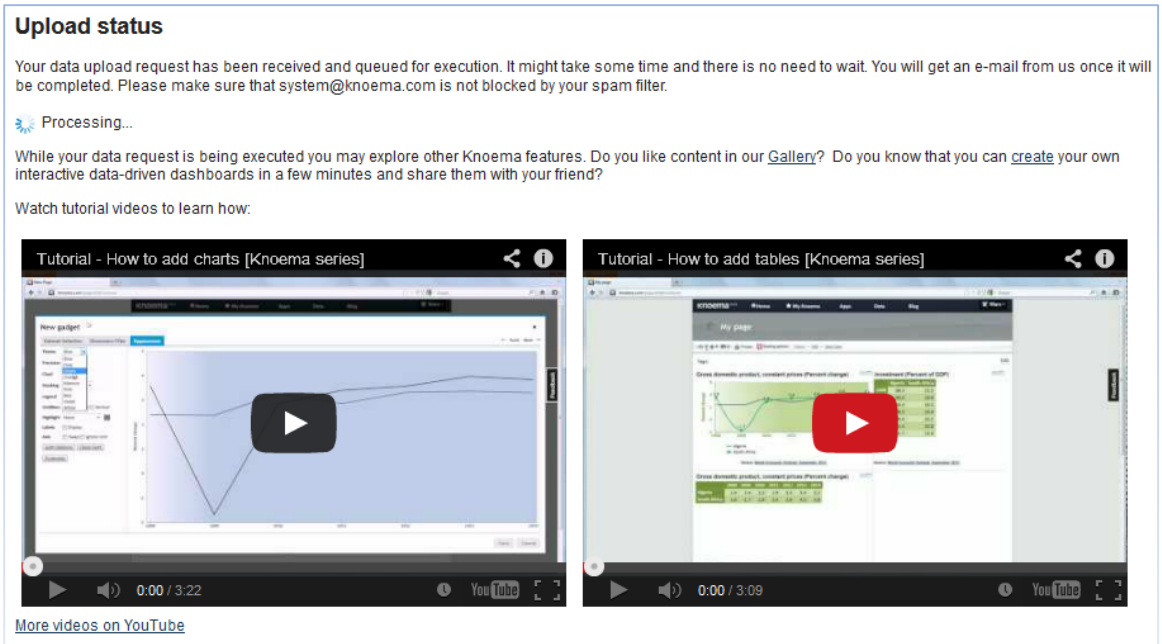


Select file to upload Verification has failed.

The uploaded file format is not supported.

6. Click **Submit**.

After you click **Submit**, your data submission will be in processed by the system.



Upload status

Your data upload request has been received and queued for execution. It might take some time and there is no need to wait. You will get an e-mail from us once it will be completed. Please make sure that system@knoema.com is not blocked by your spam filter.

Processing...

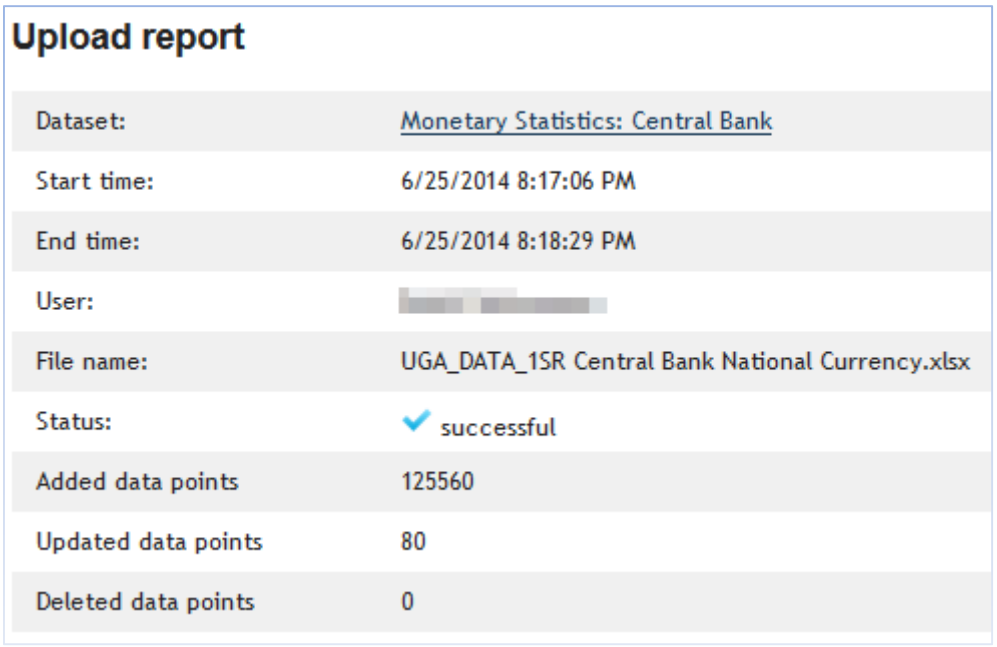
While your data request is being executed you may explore other Knoema features. Do you like content in our Gallery? Do you know that you can create your own interactive data-driven dashboards in a few minutes and share them with your friend?

Watch tutorial videos to learn how:

More videos on YouTube

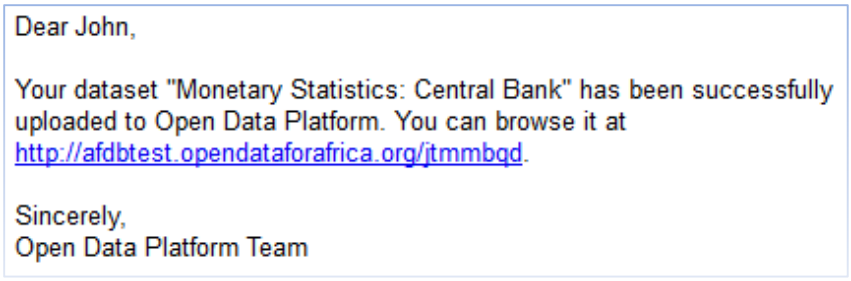
NOTE: Once you submit the file, you do not need to wait on this screen to complete processing. You may even close the browser. Once your data file is processed, system will send an email with status and link to the dataset.

After your data is successfully submitted, you will get the upload report as:



Field	Description
Dataset	Denotes the name of your dataset.
Start time	Denotes the start time of your dataset upload.
End time	Denotes the upload completion time of your dataset.
User	Denotes the name of the user who uploaded the data file.
File name	Denotes the name of your data file.
Status	Denotes the upload status of your dataset.
Added data points	Denotes the total number of points added from your dataset.
Updated data points	Denotes the total number of updated points added from your dataset.
Deleted data points	Denotes the total number of deleted points from your dataset.

You will also get an e-mail in your registered e-mail address, with the upload details.



Dear John,

Your dataset "Monetary Statistics: Central Bank" has been successfully uploaded to Open Data Platform. You can browse it at http://afdbtest.opendataforafrica.org/jtmmbqd.

Sincerely,
Open Data Platform Team

The upload process is now complete.

NOTE: If you receive "Unexpected file format" error or any other technical issues, contact the **Technical Support** for help.

9. Sharing Datasets

After you upload the data to ODP, you can share the data to other national agencies, international agencies, or individuals. Sharing the datasets can be classified into two:

- Manual sharing
- Machine to Machine sharing

9.1. Manual sharing

Using manual sharing:

- You can download the data from ODP and you can send the data to your users, as an attachment through e-mail.
- You can make the data as *Public*, and your users can visit ODP to view the data and download the data by themselves.
- You can also grant access to the data for specific users that you want to share.

> NOTE:
> Only registered users of ODP can view the data and download the data.

9.2. Machine to Machine sharing

Using machine to machine sharing, you can share the data by three ways.

- SDMX
- OData
- JSON

National agencies or International agencies can get the data from ODP, by using one of these formats. International Monitory Fund shares data from ODP through SDMX format. To get the data from ODP programmatically, refer to the *Open Data* section available in the *ODP Developer document*. The online version of Developer Document is available at http://knoema.com/dev

10. Uploading a New Dataset

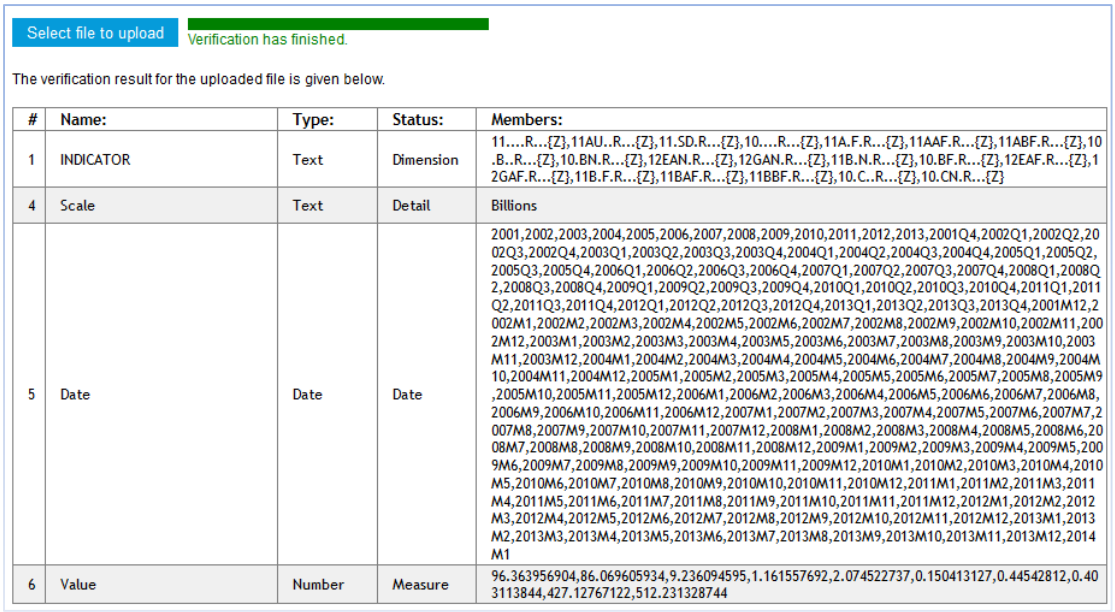
ODP enables you to upload your own data in the form of excel sheet, CSV, and TSV formats. You can prepare your own data and upload the data in the ODP Website.

To upload a new dataset, follow these steps:

1. Login to the ODP Website and sign-in with your username and password.
2. On the home screen, click **Upload Data**.

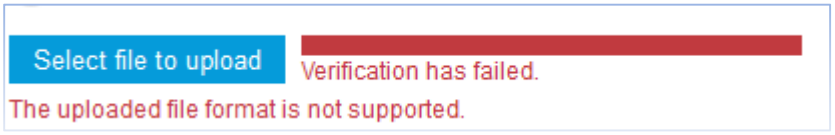
3. Click **Select file to upload**. The File Upload page opens.
4. Select the file that you want to upload. You can upload excel sheet, CSV, and TSV format files.
5. After you select the file, the ODP provides the status of your file upload.

When you upload the file, the system verifies the file format. If the file format is valid, you will get the verification-success message, displaying a few rows to preview the content of your file.



#	Name:	Type:	Status:	Members:
1	INDICATOR	Text	Dimension	11....R...{Z},11AU..R...{Z},11.SD.R...{Z},10....R...{Z},11A.F.R...{Z},11AAF.R...{Z},11ABF.R...{Z},10.B..R...{Z},10.BN.R...{Z},12EAN.R...{Z},12GAN.R...{Z},11B.N.R...{Z},10.BF.R...{Z},12EAF.R...{Z},12GAF.R...{Z},11B.F.R...{Z},11BAF.R...{Z},11BBF.R...{Z},10.C..R...{Z},10.CN.R...{Z}
4	Scale	Text	Detail	Billions
5	Date	Date	Date	2001,2002,2003,2004,2005,2006,2007,2008,2009,2010,2011,2012,2013,2001Q4,2002Q1,2002Q2,2002Q3,2002Q4,2003Q1,2003Q2,2003Q3,2003Q4,2004Q1,2004Q2,2004Q3,2004Q4,2005Q1,2005Q2,2005Q3,2005Q4,2006Q1,2006Q2,2006Q3,2006Q4,2007Q1,2007Q2,2007Q3,2007Q4,2008Q1,2008Q2,2008Q3,2008Q4,2009Q1,2009Q2,2009Q3,2009Q4,2010Q1,2010Q2,2010Q3,2010Q4,2011Q1,2011Q2,2011Q3,2011Q4,2012Q1,2012Q2,2012Q3,2012Q4,2013Q1,2013Q2,2013Q3,2013Q4,2001M12,2002M1,2002M2,2002M3,2002M4,2002M5,2002M6,2002M7,2002M8,2002M9,2002M10,2002M11,2002M12,2003M1,2003M2,2003M3,2003M4,2003M5,2003M6,2003M7,2003M8,2003M9,2003M10,2003M11,2003M12,2004M1,2004M2,2004M3,2004M4,2004M5,2004M6,2004M7,2004M8,2004M9,2004M10,2004M11,2004M12,2005M1,2005M2,2005M3,2005M4,2005M5,2005M6,2005M7,2005M8,2005M9,2005M10,2005M11,2005M12,2006M1,2006M2,2006M3,2006M4,2006M5,2006M6,2006M7,2006M8,2006M9,2006M10,2006M11,2006M12,2007M1,2007M2,2007M3,2007M4,2007M5,2007M6,2007M7,2007M8,2007M9,2007M10,2007M11,2007M12,2008M1,2008M2,2008M3,2008M4,2008M5,2008M6,2008M7,2008M8,2008M9,2008M10,2008M11,2008M12,2009M1,2009M2,2009M3,2009M4,2009M5,2009M6,2009M7,2009M8,2009M9,2009M10,2009M11,2009M12,2010M1,2010M2,2010M3,2010M4,2010M5,2010M6,2010M7,2010M8,2010M9,2010M10,2010M11,2010M12,2011M1,2011M2,2011M3,2011M4,2011M5,2011M6,2011M7,2011M8,2011M9,2011M10,2011M11,2011M12,2012M1,2012M2,2012M3,2012M4,2012M5,2012M6,2012M7,2012M8,2012M9,2012M10,2012M11,2012M12,2013M1,2013M2,2013M3,2013M4,2013M5,2013M6,2013M7,2013M8,2013M9,2013M10,2013M11,2013M12,2014M1
6	Value	Number	Measure	96.363956904,86.069605934,9.236094595,1.161557692,2.074522737,0.150413127,0.44542812,0.403113844,427.12767122,512.231328744

If the system detects the file is invalid, the system rejects the file and you will get the failed-status message. You need to make sure your file is in valid format.

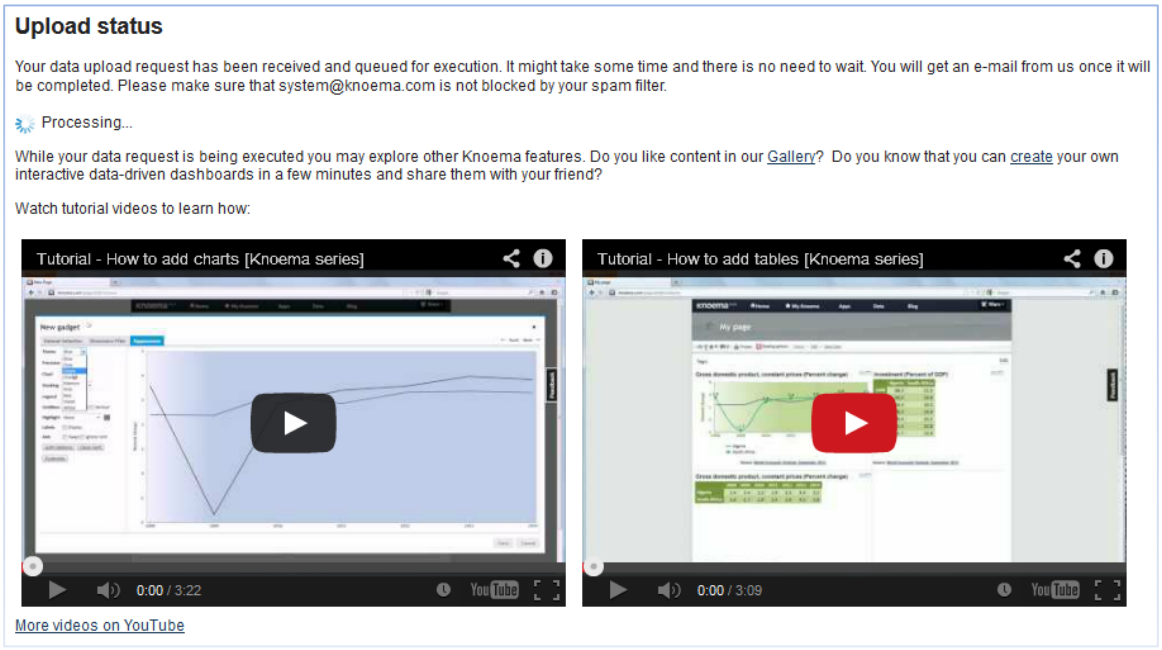


6. After the file verification is successful, provide a name for your dataset. This step is mandatory.
7. Enter a small description in the **Description** field.
8. Enter the source of your data in the **Source** field. **Example: Google.**
9. Enter the source URL in the Reference URL field. Example: *http://www.google.com*.
10. Enter the **Publication Date**. This date should be the officially publishing date for the dataset.
11. Enter the **Accessed on Date**. This date should be dataset accessed date, after the published date.

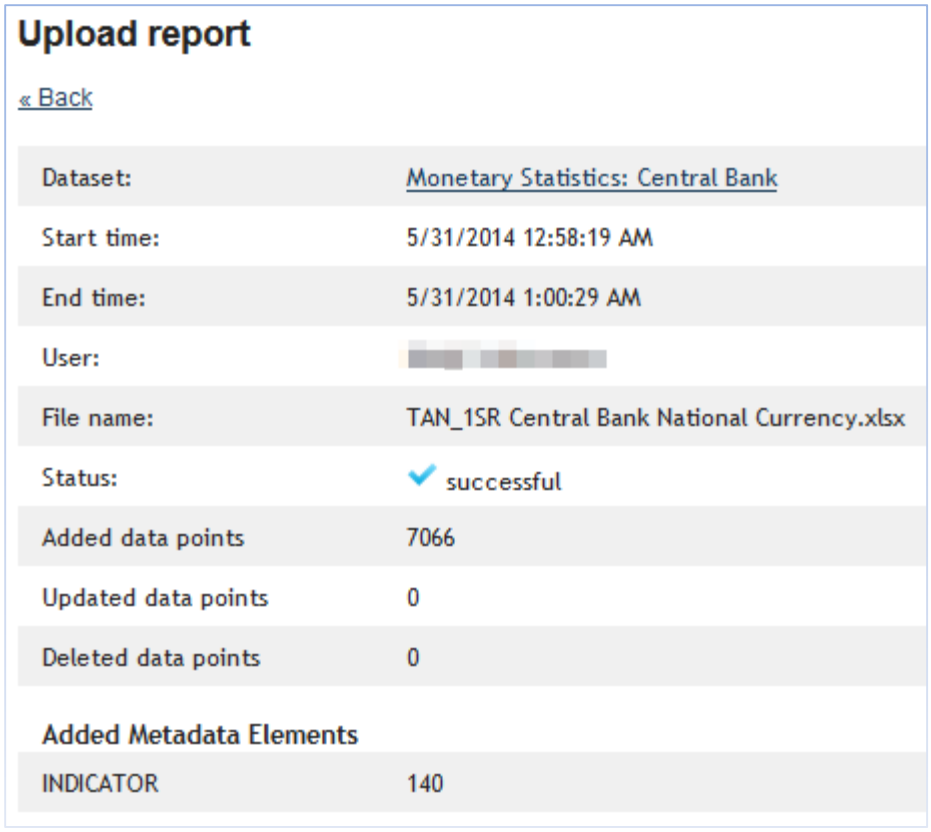
NOTE: The Steps from 7 to 11 are optional. If you want the dataset should be ***verified and approved*** from the ODP manager, then steps 4 to 7 are mandatory.

12. Click **Submit**.

After you click submit, your data submission will be in processing.

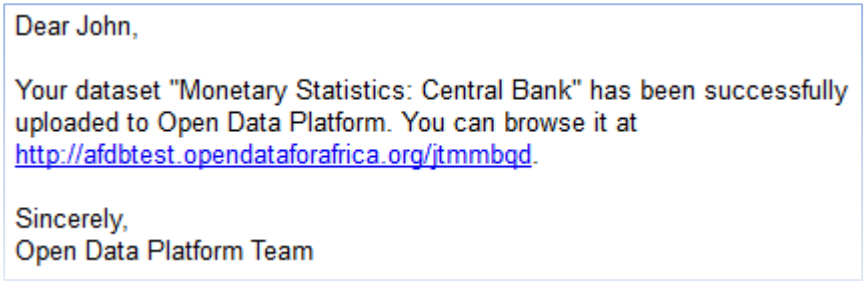

Upload status
Your data upload request has been received and queued for execution. It might take some time and there is no need to wait. You will get an e-mail from us once it will be completed. Please make sure that system@knoema.com is not blocked by your spam filter.
Processing...
While your data request is being executed you may explore other Knoema features. Do you like content in our Gallery? Do you know that you can create your own interactive data-driven dashboards in a few minutes and share them with your friend?
Watch tutorial videos to learn how:
Tutorial - How to add charts [Knoema series]
0:00 / 3:22
Tutorial - How to add tables [Knoema series]
0:00 / 3:09
More videos on YouTube

After your data is successfully submitted, you will get the upload report as the following:



Field	Description
Dataset	Denotes the name of your dataset.
Start time	Denotes the start time of your dataset upload.
End time	Denotes the upload completion time of your dataset.
User	Denotes the name of the dataset owner.
File name	Denotes the name of your data file.
Status	Denotes the upload status of your dataset.
Added data points	Denotes the total number of points added from your dataset.
Updated data points	Denotes the total number of updated points added from your dataset.
Deleted data points	Denotes the total number of deleted points from your dataset.
Added Metadata Elements	
Dimension1	Denotes the total number of indicators of your data.
Country (or dependent territory	Denotes the total number of countries in your data.

You will also get an e-mail in your registered email, with the upload details.


Dear John,

Your dataset "Monetary Statistics: Central Bank" has been successfully uploaded to Open Data Platform. You can browse it at http://afdbtest.opendataforafrica.org/jtmmbqd.

Sincerely,
Open Data Platform Team

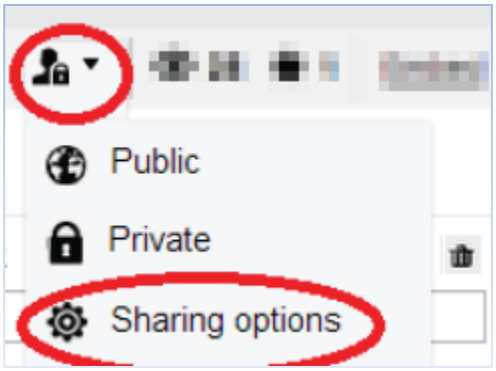
The upload process is now complete.

If you receive any error while processing the data or any other technical issues, contact the Technical Support.

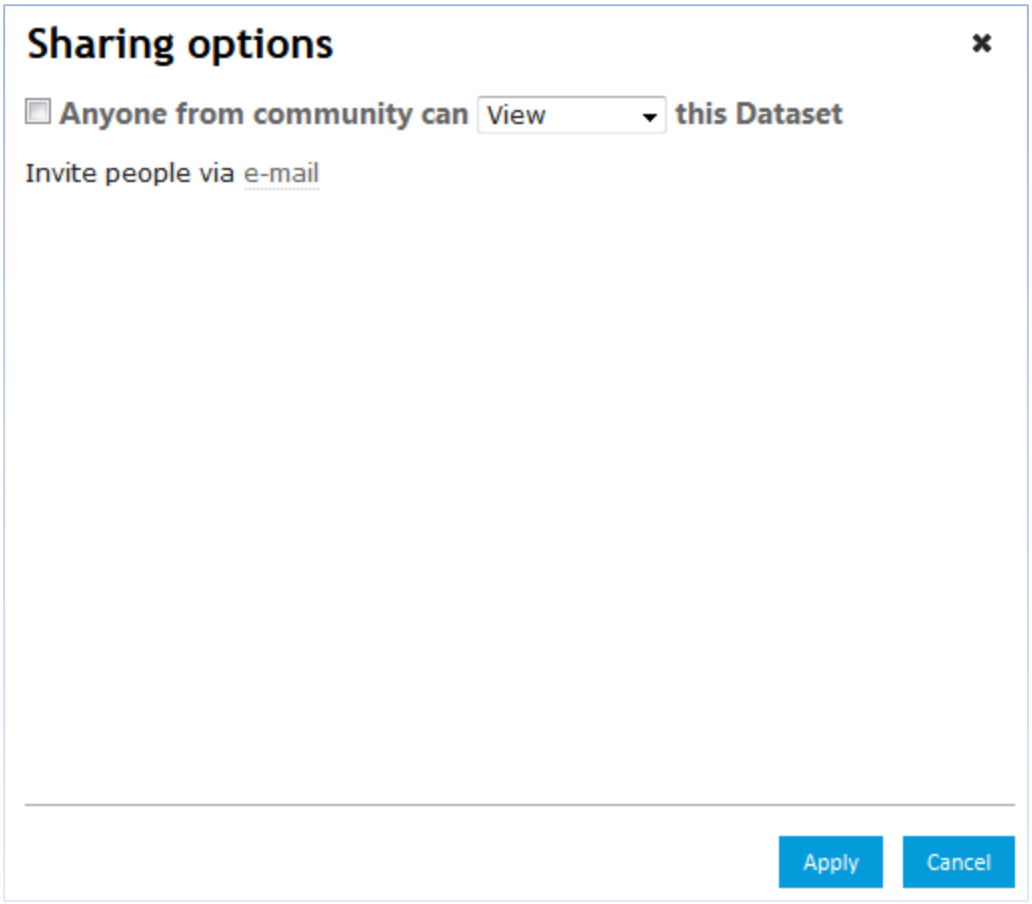
11. Granting access to Other Users

After you create your dataset / upload your dataset, you can grant access of your dataset to other users. To grant access:

1. Select a dataset from the **Data Catalog**.
2. Click **Select Dataset**. Your dataset page opens with its details.
3. After you select the dataset, click and click **Sharing options**.



The Sharing options page opens.



NOTE:

Public – This option enables you to make your data public and any users can view your dataset.

Private – When you create a new dataset in ODP, by default, it will be in Private. This option enables you alone to view your dataset. Other users cannot view your dataset until you make your dataset Public or share your dataset to other users.

You can grant access your dataset to the users in two ways:

- Selecting the checkbox and granting access to the ODP community.
- Granting access through e-mail.

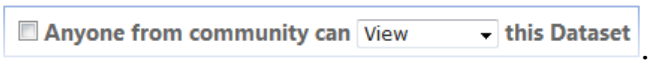
11.1. Granting access to the ODP Community

Using this option, you can grant access to all registered users of the ODP community. You can grant access as *View*, *Modify*, or *Full Control*:

- View - Other registered users of ODP can only view the dataset.
- Modify - Other registered users of ODP can edit/upload data to the dataset
- Full Control - Other registered users of ODP can get full control of the dataset.

To grant access to your dataset for the ODP community, follow these steps:

1. Select or de-select the check box.

   You can select *View*, *Modify*, and *Full Control*.
2. Click Apply.

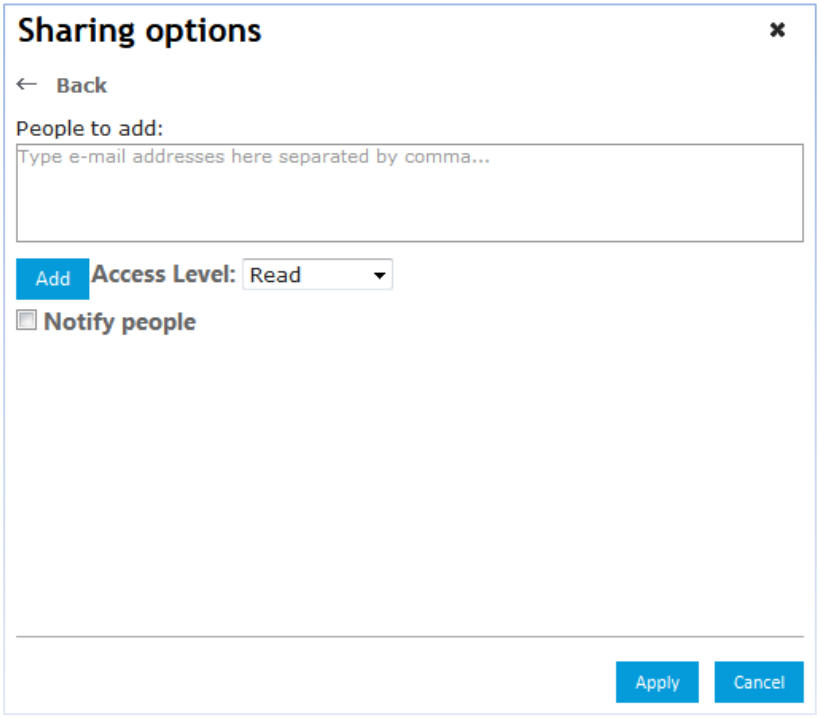
> **NOTE**: You can use this option only if you want to share a dataset with all registered users of ODP.

11.2. Granting access through e-mail

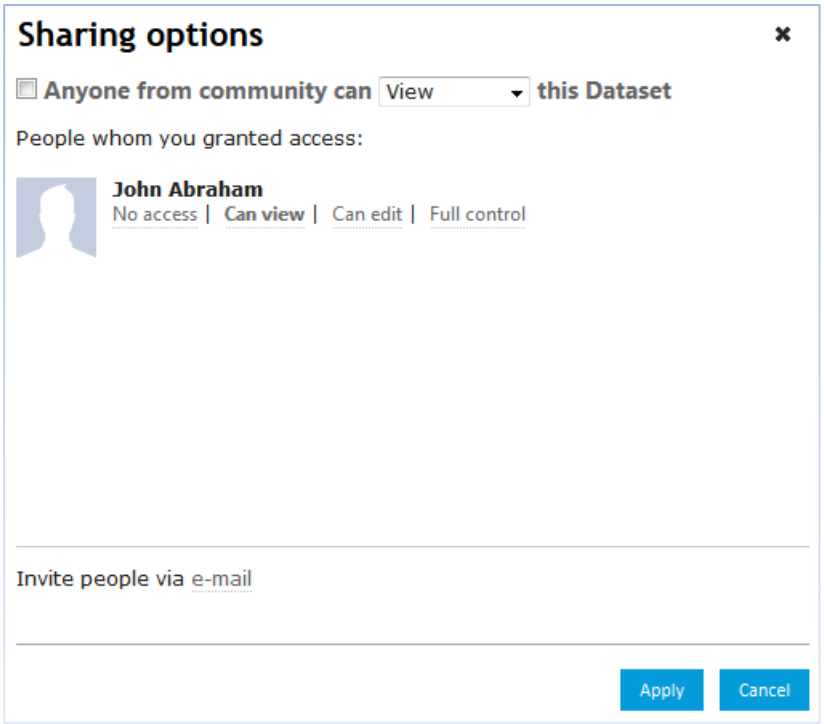
Using this option, you can grant access to your dataset, through email. To grant access to your dataset through email:

1. Click **e-mail** to share the dataset to the users.
2. In the P**eople to add** field, type the e-mail addresses that you want to share, separated by a comma.
3. Click the checkbox ***Notify people*****,** if you want to notify your users.
4. Select the ***Access level*** for your data share. You can give Read, Edit, or Full control access to your users.

5. Click ***Add***.



6. After you click **Add**, the details are listed for your preview.



7. Click **Apply**.

After you click **Apply**, your users will get your data-share notifications in their e-mail addresses. Clicking the link enables you to access the data.

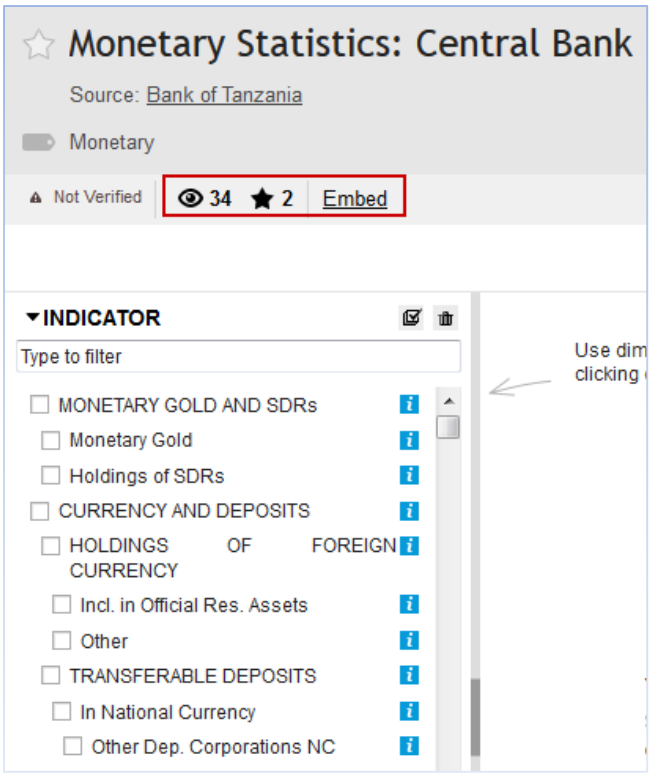
John has shared " Real Sector - Prices, Production, Labor and Trade (60R)" to you. Please click on the link below to access it:
http://afdbtest.opendataforafrica.org/npifdcc/uganda-real-sector-prices-production-labor-and-trade-60r

11.3. Dataset views and actions based on the access level

At the time of sharing or granting access, depending upon the access levels set by the dataset owners to you, you can view different options for that particular dataset. The different access levels are:

11.3.1 Read / View access

If a dataset owner has shared a dataset to you with read / view access, you can only view the dataset. You cannot do any modifications to the dataset, but you can build dashboard using this data. The shared dataset with read / view access looks like:

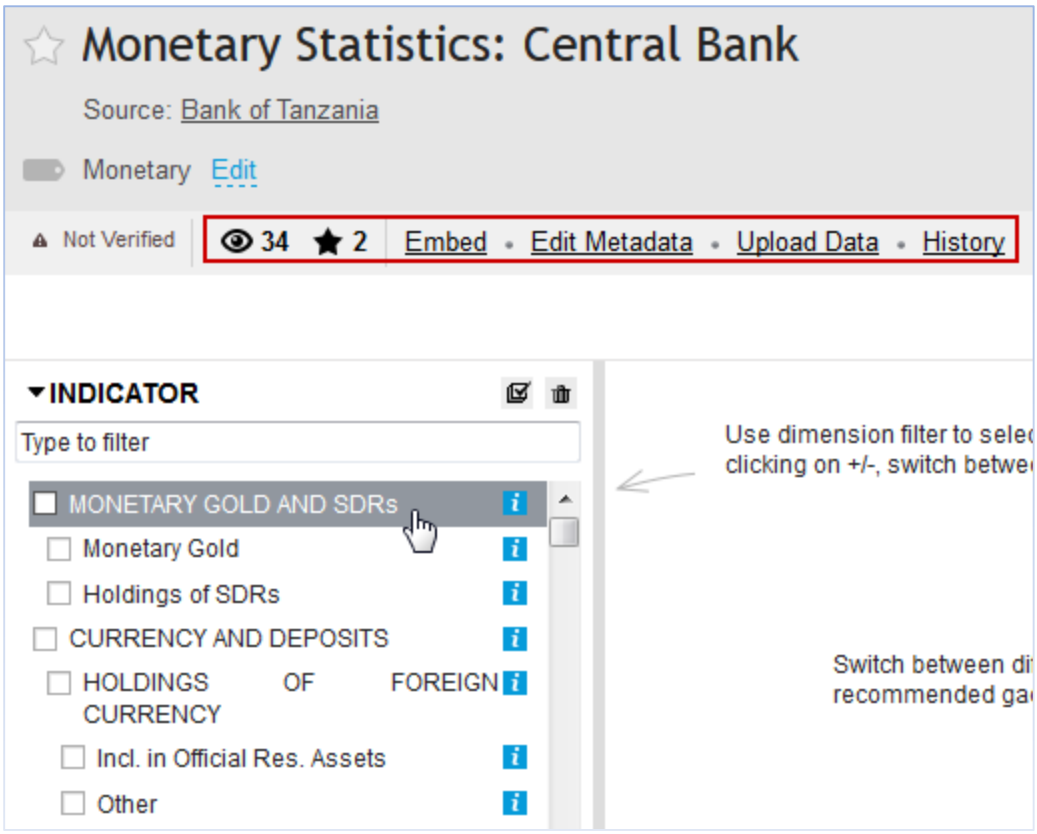


11.3.2 Edit / Modify access

If a dataset owner has shared a dataset to you with edit / modify access, you can make changes to the dataset, add/modify to the dataset, and build dashboard using the dataset.

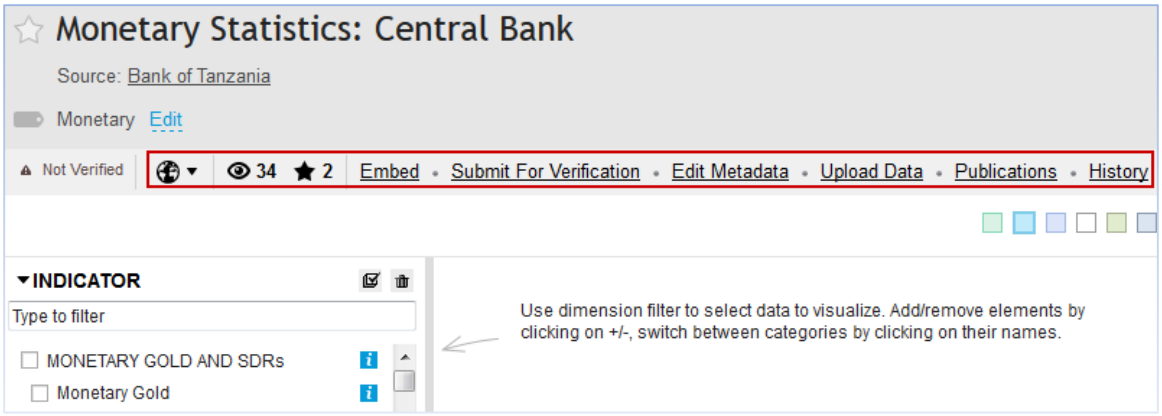
> **NOTE**: You cannot share this dataset to any other users.

The shared dataset with edit / modify access looks like the following:



11.3.3 Full control access

If a dataset owner has shared a dataset to you with full control access, you can do all actions as like the dataset owner.


Monetary Statistics: Central Bank
Source: Bank of Tanzania
Monetary Edit
Not Verified
34
2
Embed
Submit For Verification
Edit Metadata
Upload Data
Publications
History
INDICATOR
Type to filter
MONETARY GOLD AND SDRs
Monetary Gold
Use dimension filter to select data to visualize. Add/remove elements by clicking on +/-, switch between categories by clicking on their names.

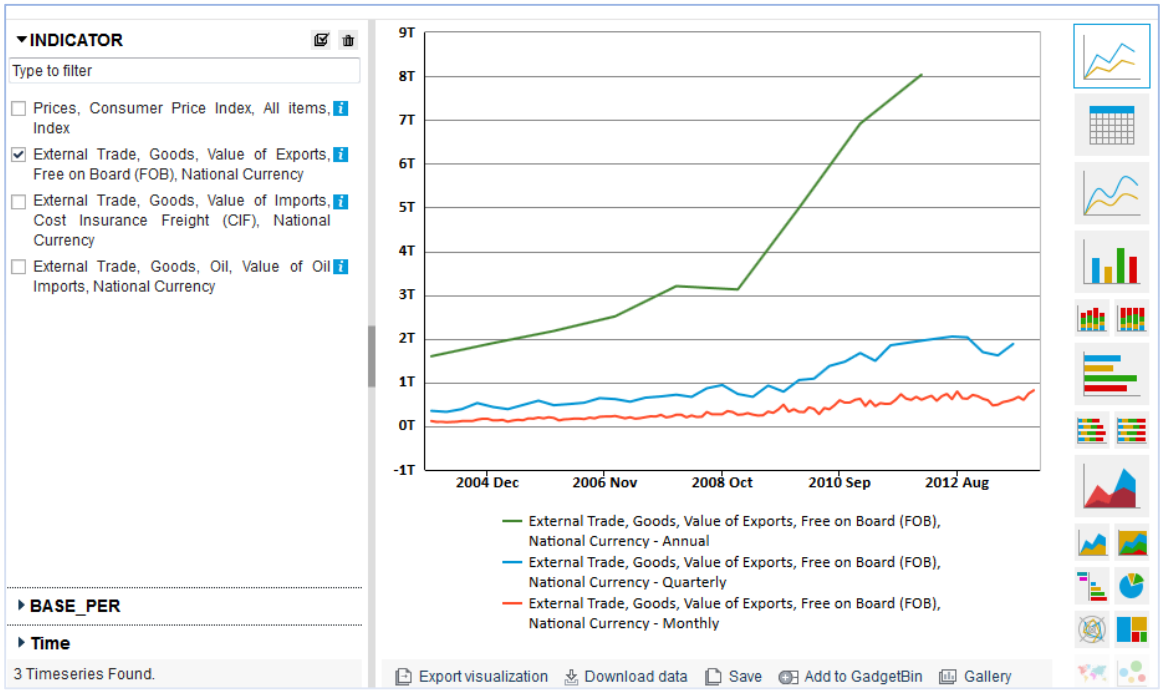
12. Browsing the Dataset and Visualizing

ODP not only enables you to upload your data, but also enables you to visualize the data, with bar charts, line graphs, tables, and so on. Apart from visualizing the data, ODP also allows you to export the visualization or save the visualization within ODP.

To visualize the data within ODP, follow these steps:

1. Select a dataset from the **Data Catalog**, for which you want to visualize the data.
2. Select the Indicator(s) that you want to visualize.

As you select the indicator(s), the graph appears on the right hand side. The system determines the chart/graph based on the selection made by you. You can change the graph/chart by selecting chart/graph types that appear on the right side.

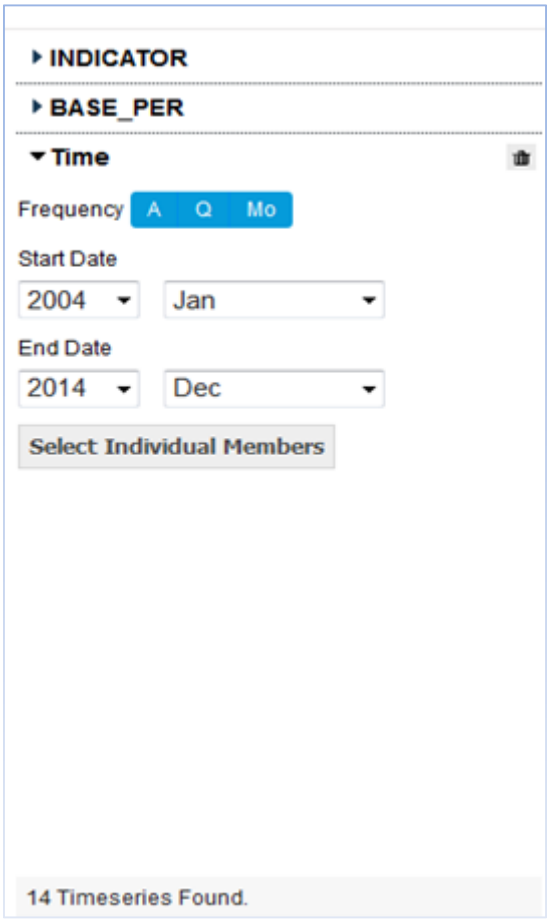


NOTE: Only the relevant chart/graph options are enabled based on your selection.

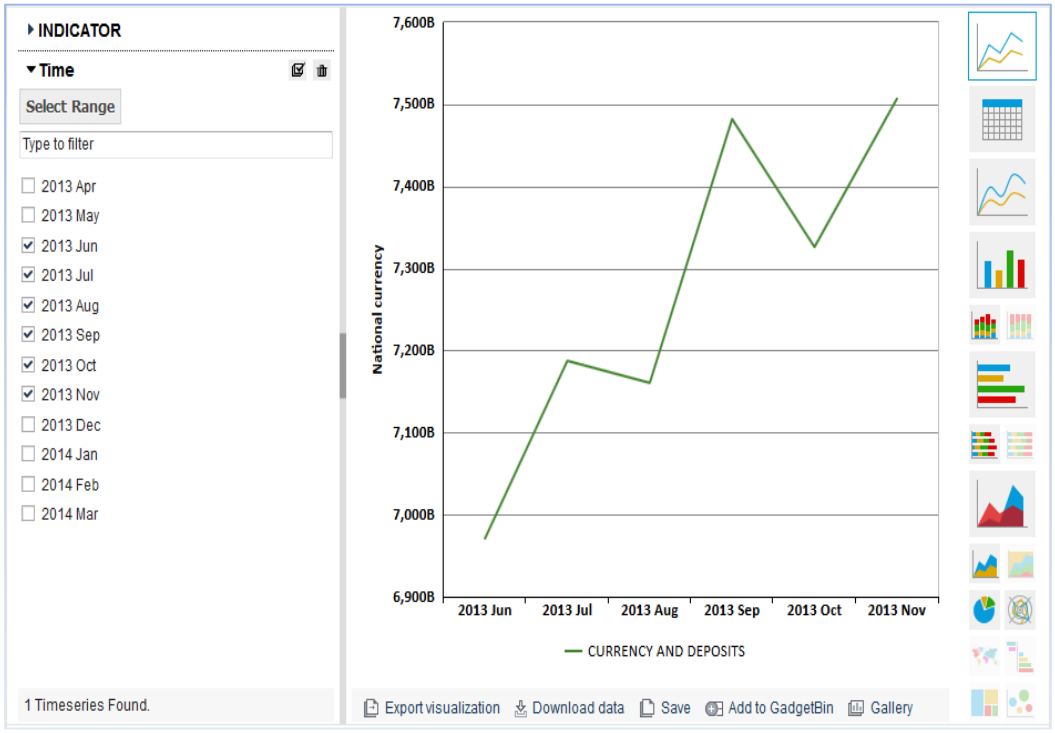
By default, the system shows the data for the latest 10 years (if available). You can also change the time period and select the time frequency, according to your need.

NOTE: If you want to select more than one frequency at a time, use CTRL button and select the options in Frequency.

If you want to view data for a specific time period, you can do by clicking the **Select Individual Members**.



After you click the **Select Individual Members**, you can select the specific time period for the data to visualize. The graphs appear as you select the time period.



NOTE: The graphs appear only for your relevant time period. Other graph options are greyed-out.

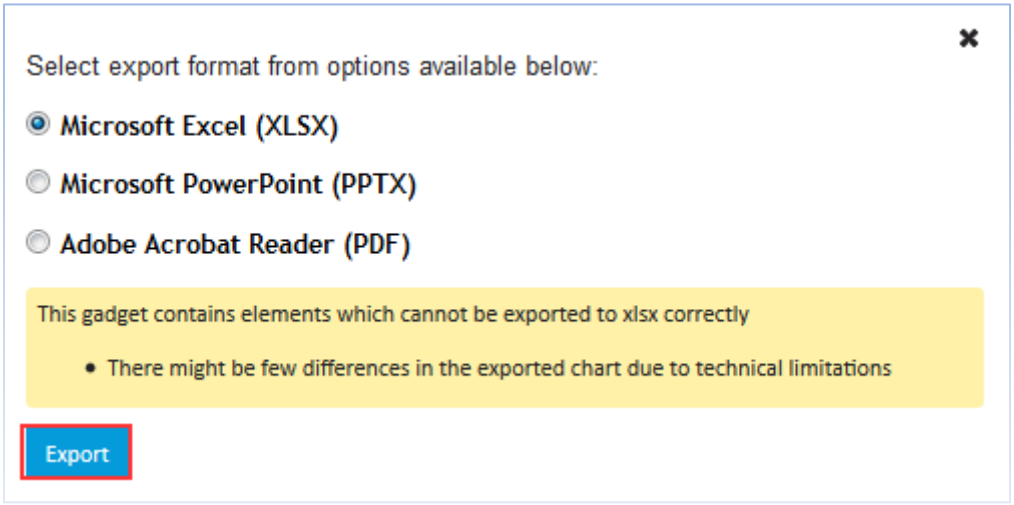
Using the color options, you can also change the colors in the graphs.

12.1. Exporting the visualization

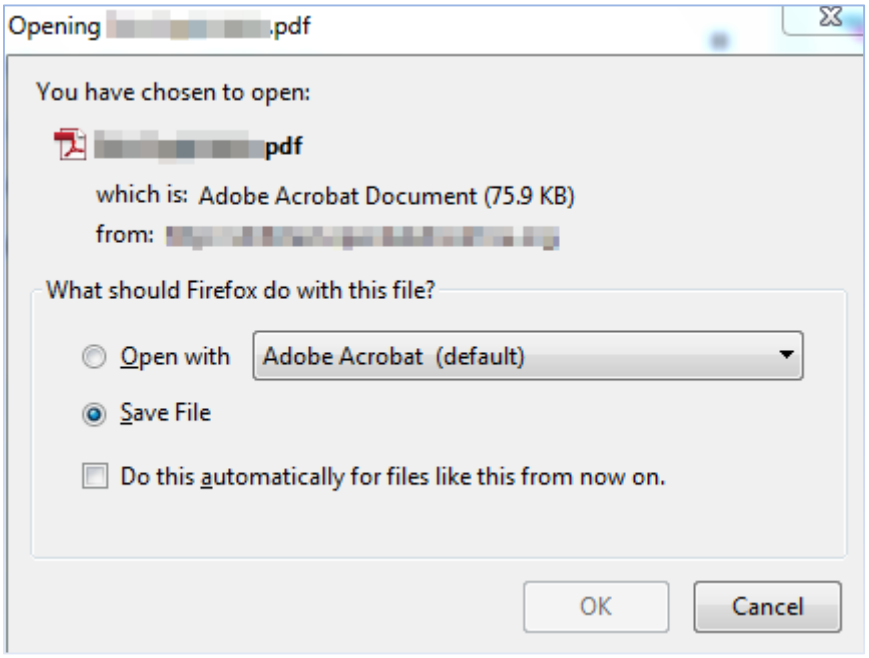
After you select the data to visualize with the graphs, you can export the data visualization to Excel, PowerPoint, and PDF formats. To export the visualization, follow these steps:

1. Click **Export Visualization**. The export format Window appears.

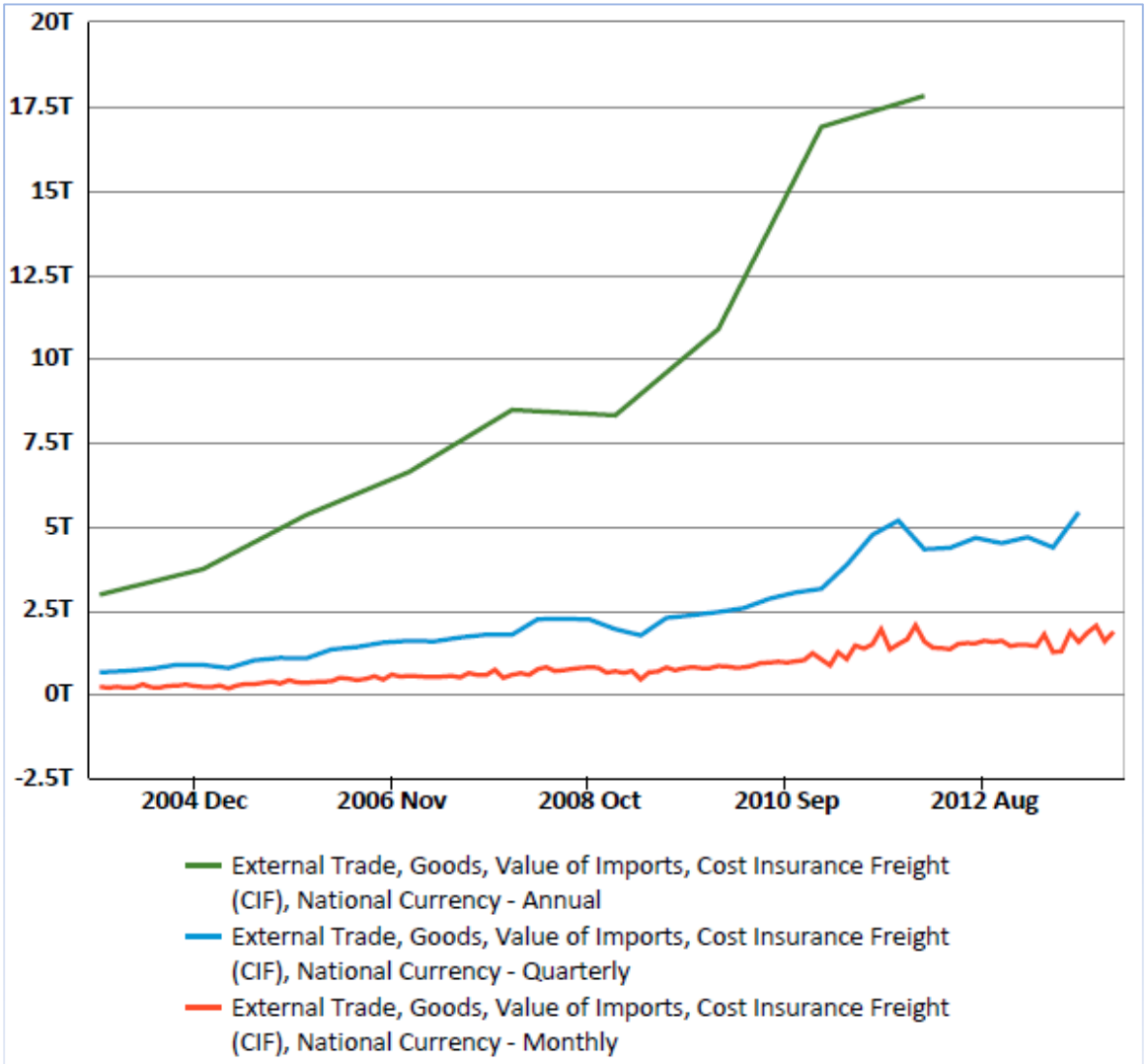
2. Select the export format option and click **Export.**


Select export format from options available below:
Microsoft Excel (XLSX)
Microsoft PowerPoint (PPTX)
Adobe Acrobat Reader (PDF)
This gadget contains elements which cannot be exported to xlsx correctly
There might be few differences in the exported chart due to technical limitations
Export

After you click export, the download pops-up. Click **Save File** and click **OK** to save the file or click **Open with** and click **OK**.



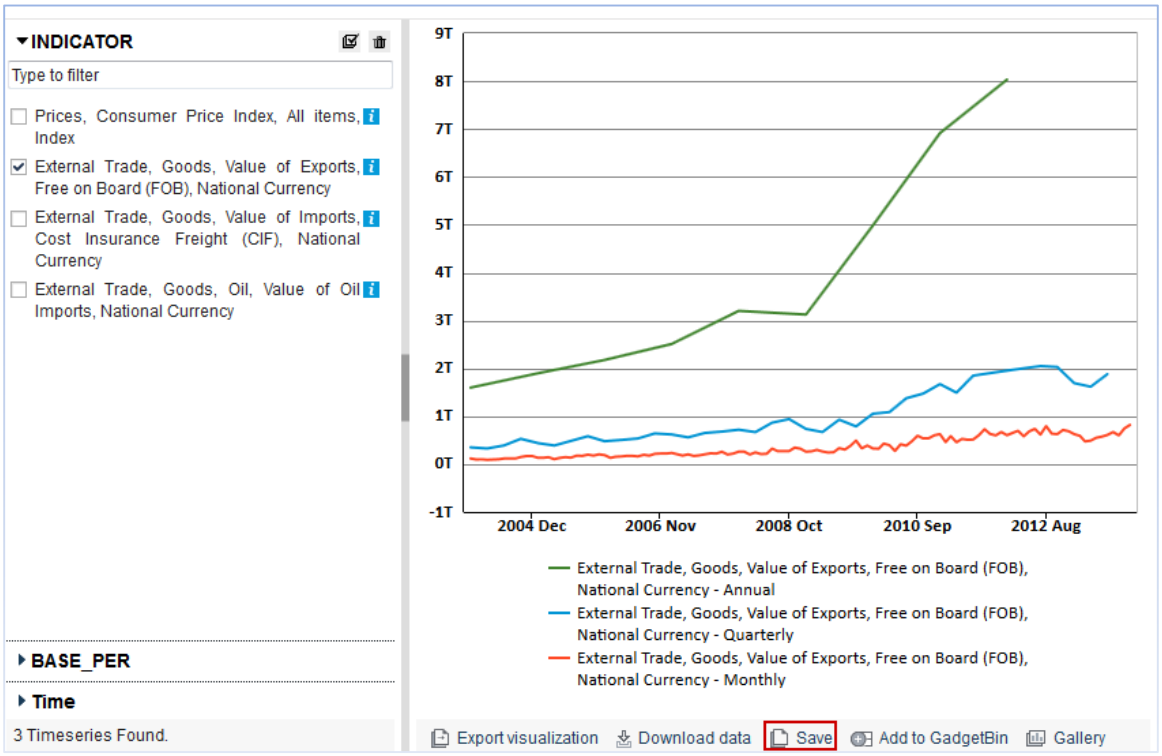
The data visualization displays in the selected format.



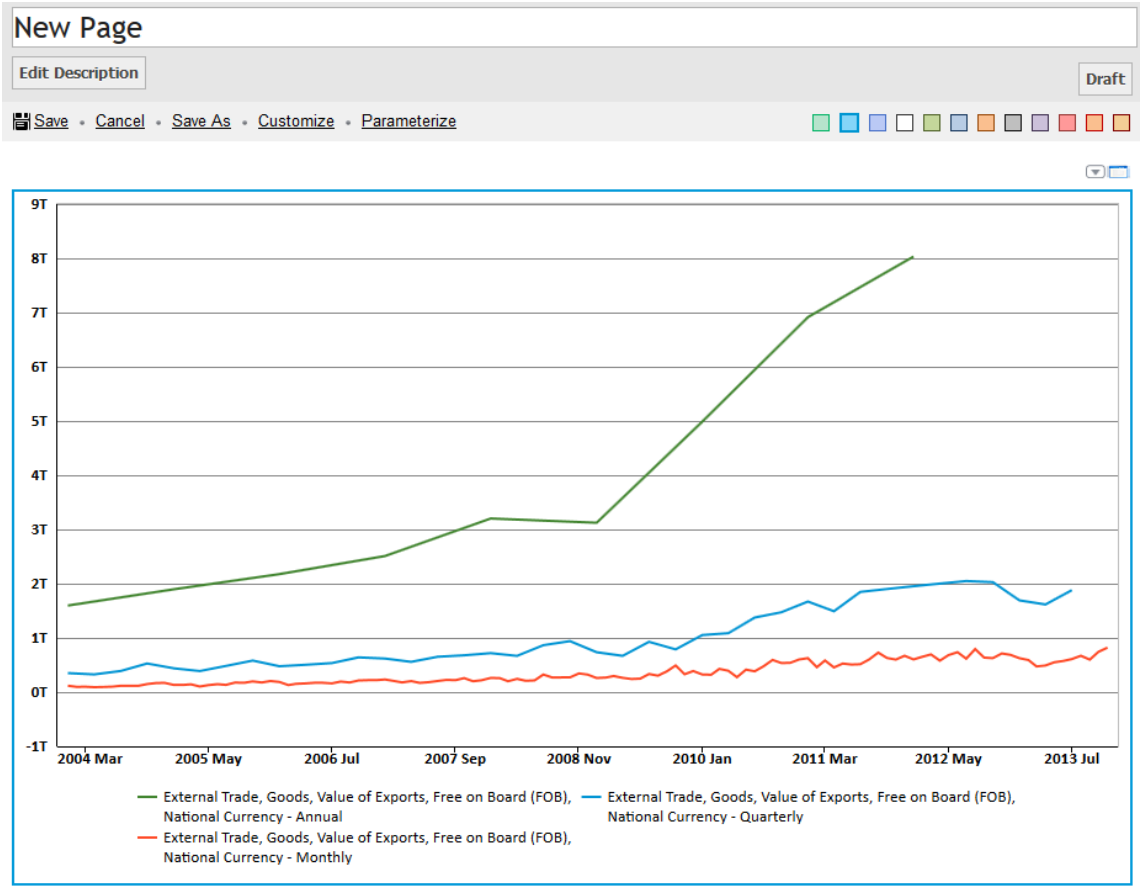
NOTE: The above graph is exported to display in PDF file format. Similarly, you can export for Microsoft Excel (XLSX) and Microsoft PowerPoint (PPT) formats.

12.3. Saving the visualizations

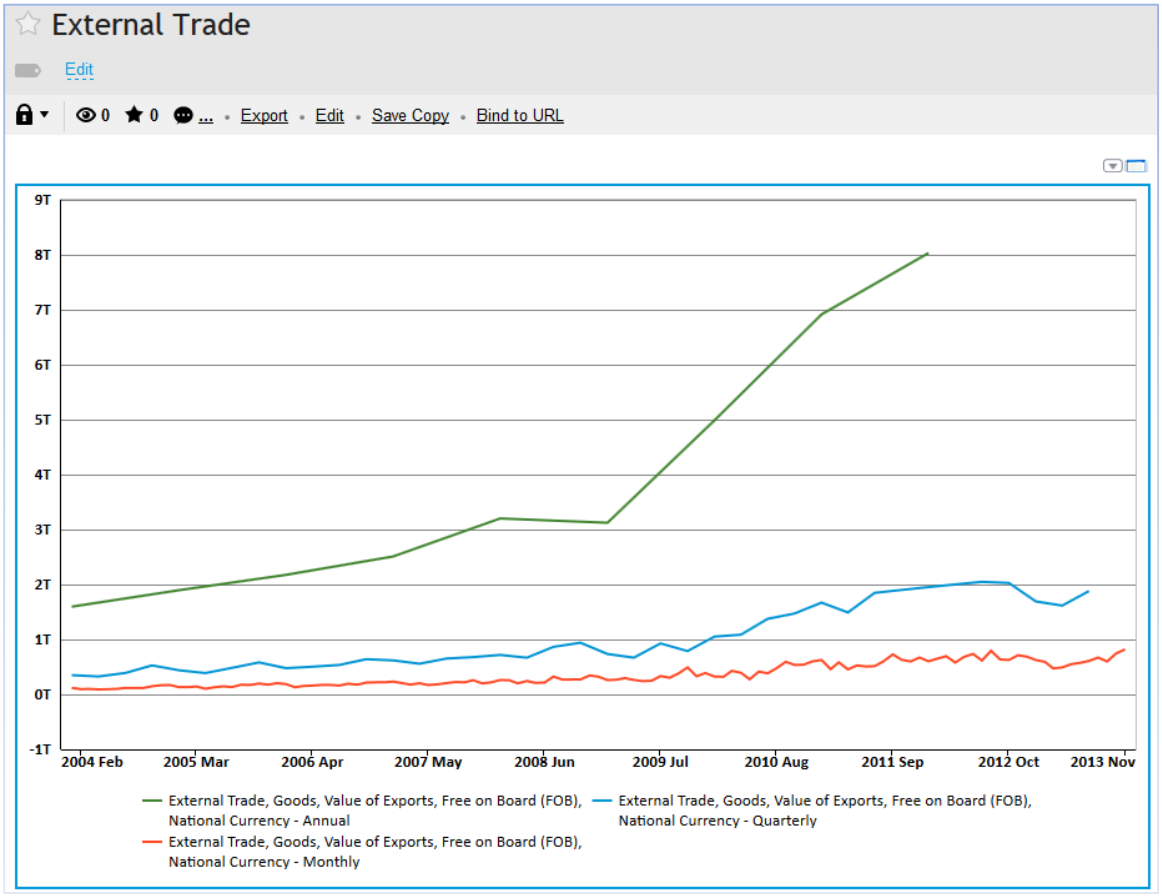
You can also save the visualizations online (within ODP) by clicking **Save**.



After you click **Save**, a new page opens with the selected graph.



Enter a name in the New Page and click **Save**. After you save the page, your page looks like the following:



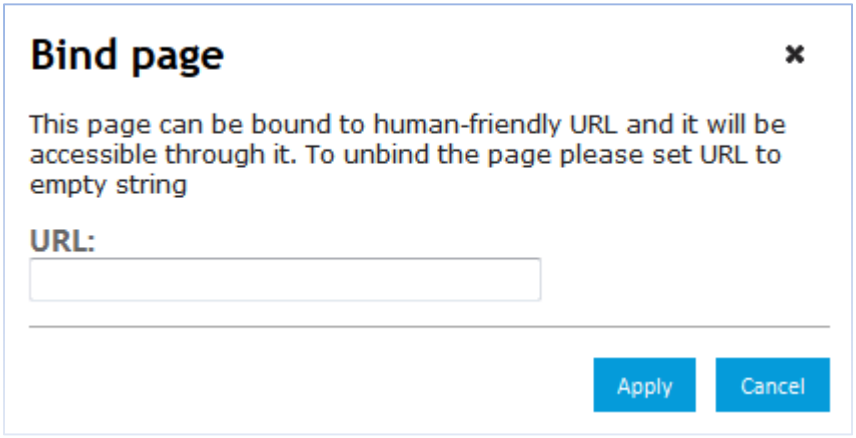
NOTE: This visualization is synchronized to the relevant dataset. Therefore, whenever the data changes within the dataset, this visualization automatically synchronized according to the latest data.

To create a page with more options of graph / chart along with more layouts, see *creating a dashboard* topic

- - Enables you make your page Public, Private, or give Sharing Options.
- - Indicates the total number of users viewed your page.

- - Indicates the total number of users pinned your page as their pinned page.
- **Export** – Enables you to export the entire page.
- **Edit** – Enables you to edit the page and save again.
- **Save copy** – Creates a copy of the same page, that can be used as another page.
- **Bind to URL** – Enables you to create a URL for this page, with a convenient name of your choice in a single word.

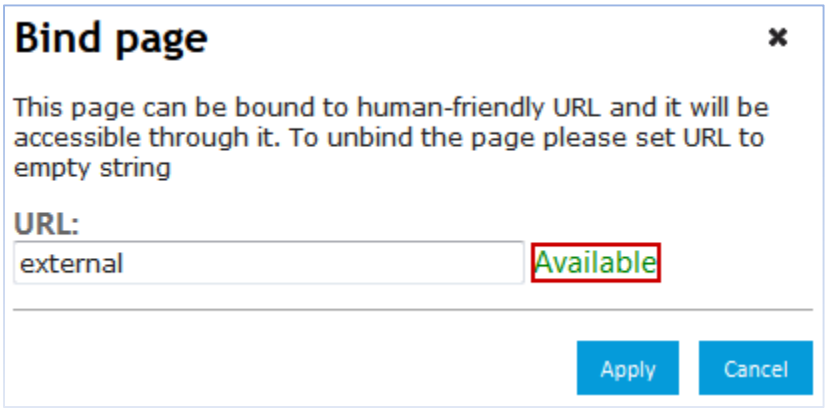
When you click **Bind to URL,** the Bind Page Window opens.


Bind page
This page can be bound to human-friendly URL and it will be accessible through it. To unbind the page please set URL to empty string
URL:
Apply
Cancel

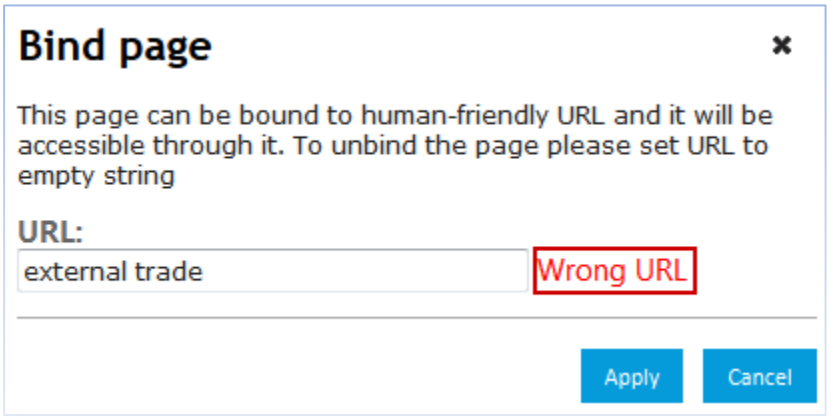
Provide a single-word name of your choice in the **URL** field, to bind this page as a URL and click **Apply.**

NOTE: You must provide only a single word.

As you type a name, the ODP portal indicates whether the name is available.


Bind page
This page can be bound to human-friendly URL and it will be accessible through it. To unbind the page please set URL to empty string
URL:
external
Available
Apply
Cancel

If you type more than a word in the URL field, the OPD portal indicates as Wrong URL and you need to provide a valid name.


Bind page
This page can be bound to human-friendly URL and it will be accessible through it. To unbind the page please set URL to empty string
URL:
external trade
Wrong URL
Apply
Cancel

After you provide a name and click **Apply**, you can use this link to directly log on to this page. In this example, the name is given as population. So, you can use *http://www.od-pwebsite/population* to load this page.

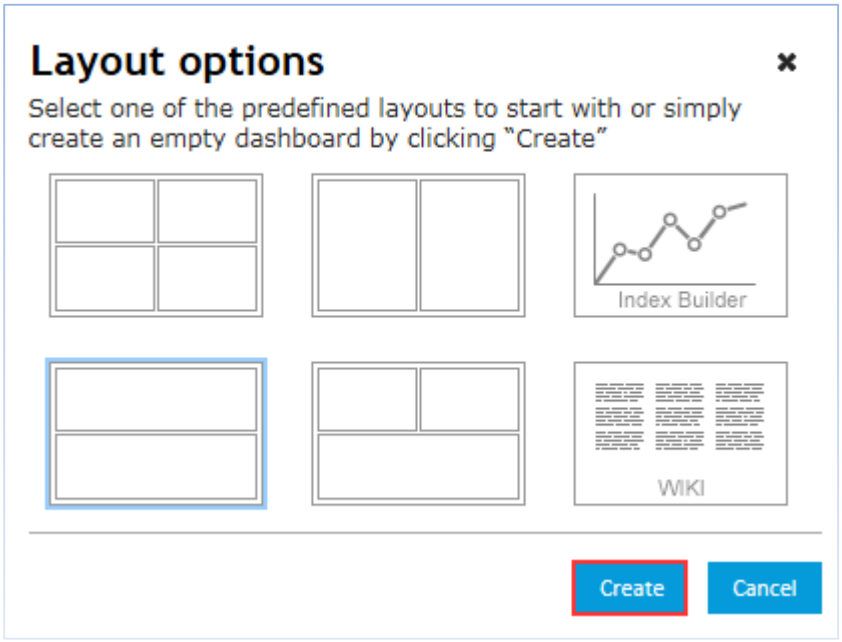
13. Creating a Dashboard

Apart from browsing the data and visualizing, you can also create your own dashboard, by selecting the layout format, placing the graph / text as per your convenience, and saving the page. To create a dashboard:

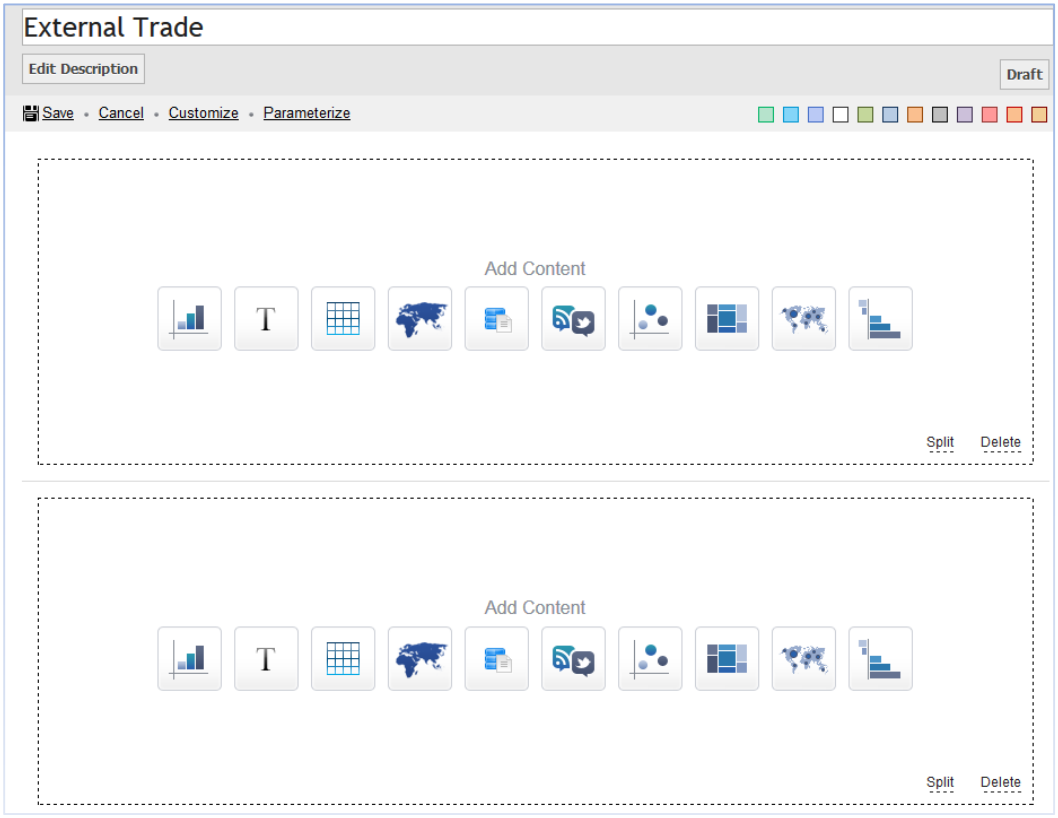
1. On the ODP home screen, click **Create Dashboard**.

   The **Layout options** Window opens.

2. Select any one available layout and click **Create.**


Layout options
Select one of the predefined layouts to start with or simply create an empty dashboard by clicking "Create"
Index Builder
WIKI
Create
Cancel

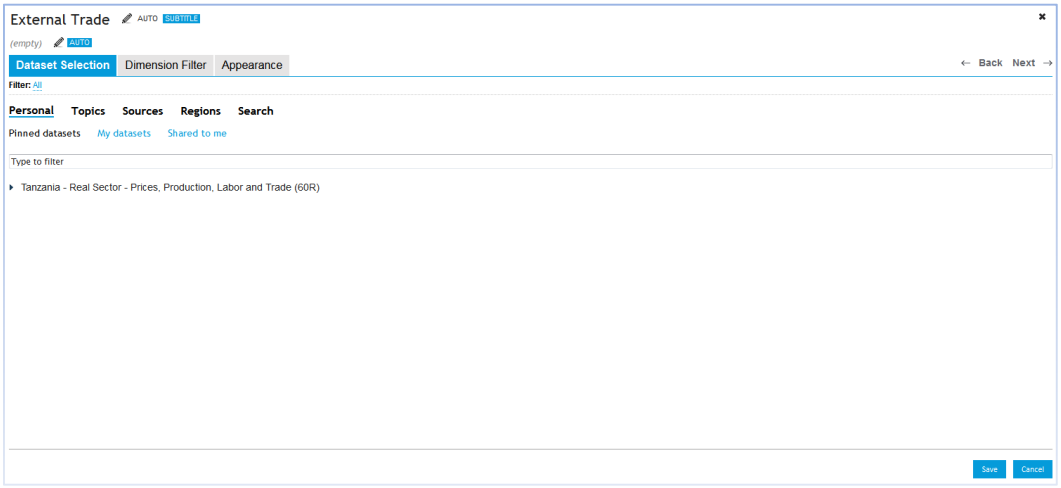
After you click **Create**, a new page opens with the selected layout.



3. Provide a name for your dashboard.
4. Under each content area, you can see various options to add your content like graph, chart, table, and so on. The available options within ODP are:
    - Chart
    - Text
    - Table
    - Dataset List
    - Feed
    - Bubble
    - Tree map
    - Advanced Map
    - Ranking

    In addition, you can also split or delete the content area according to your need.
5. Select any of the options to create the dashboard.

When you select any option, say for **example: chart/table**, the new gadget page opens.

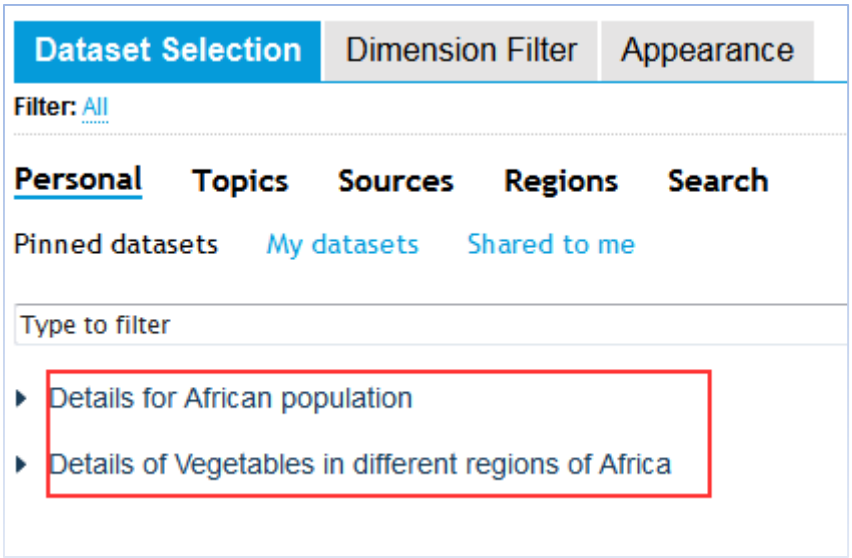


NOTE: Click to edit a gadget title.

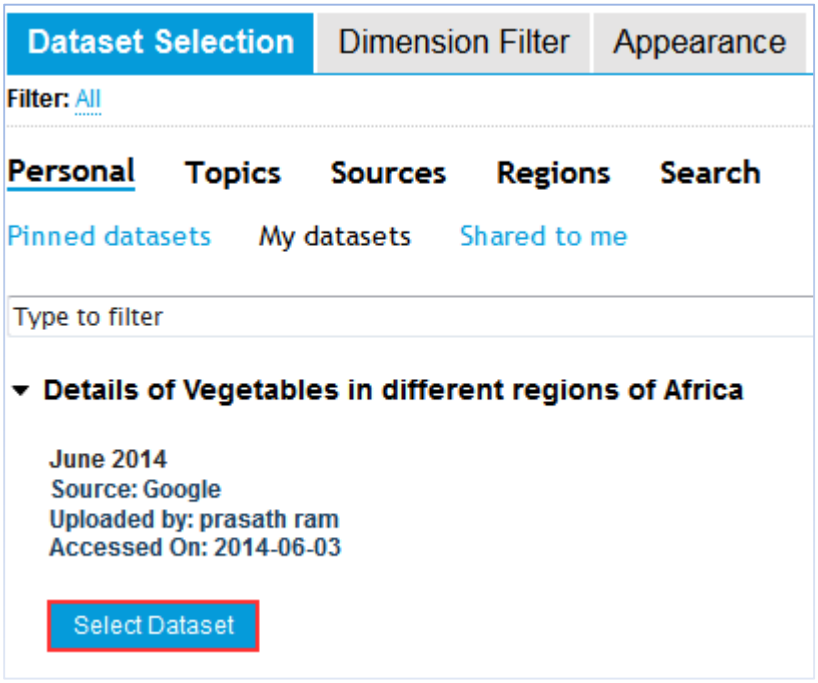
The new gadget page comprises:

- Dataset Selection
- Dimension Filter
- Appearance

6. Select a dataset from the **Dataset Selection** tab.



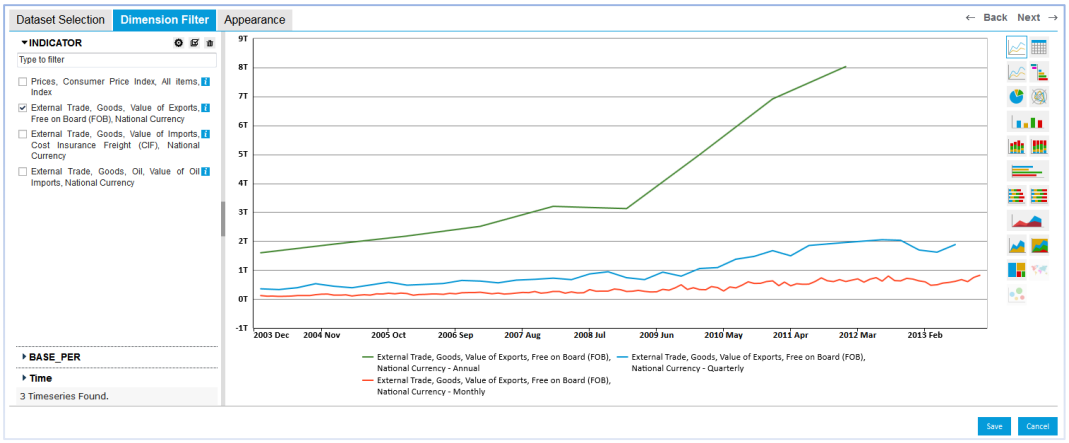
Select a dataset and click **Select Dataset**.



You can also add more datasets. To add more datasets, click the **Dataset Selection** tab and click **Browse Dataset** to select the dataset.

After you select the dataset, the page redirects to **Dimension Filter** tab.

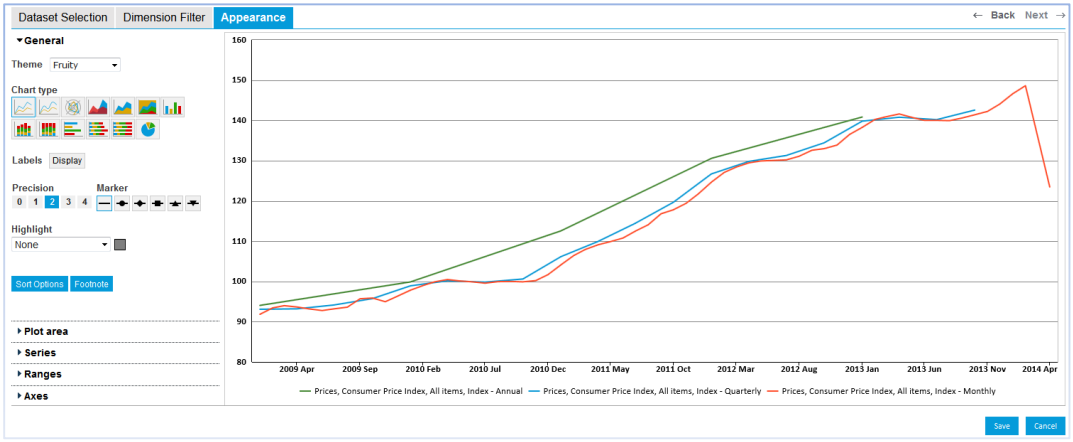
7. Select the indicators from the **Dimension Filter** tab.



You can also select

to select the multiple indicators from other added datasets.

8. After you select the indicators, click the **Appearance** tab.



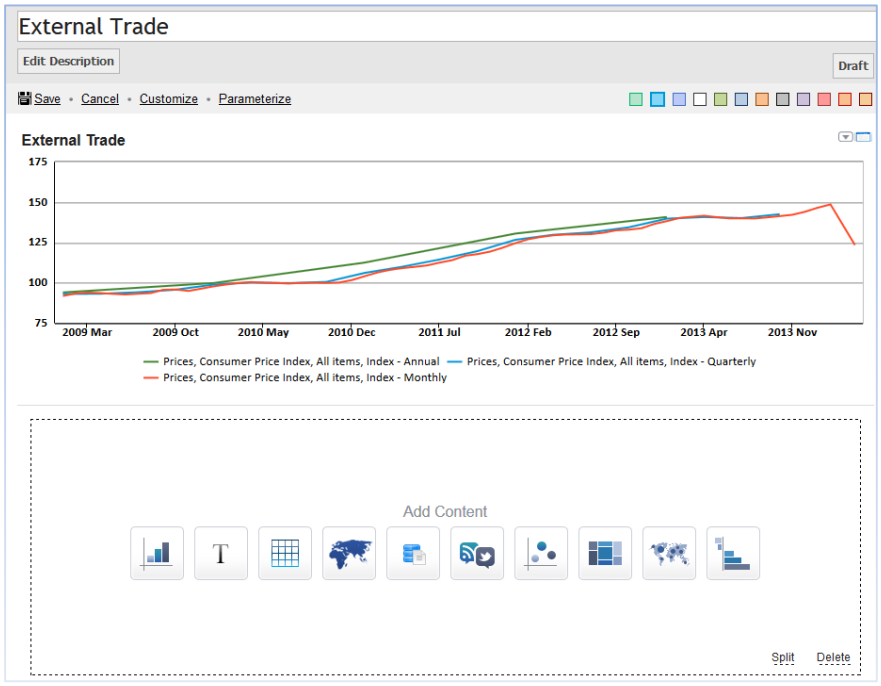
The appearance tab comprises the following options:

GENERAL	
Theme	You can select the theme for your graph. As you select the theme, the color/background color changes for your preview.
Chart type	You can select the different available graphs. The relevant graphs for your data appear and you can select the available graphs.
Labels Display	You can select this display tab to allow the numeric values to display in the graphs. You can de-select the display tab if you do not want to show the values.
Precision	You can enable the decimal values. • 0 indicates no decimal values after the numeric value • 1 indicates .0 after the numeric value • 2 indicates .00 after the number value • 3 indicates .000 after the numeric value • 4 indicates .0000 after the numeric value
Highlight	
Sort Options	You can sort options for your visualizing, based on the data.

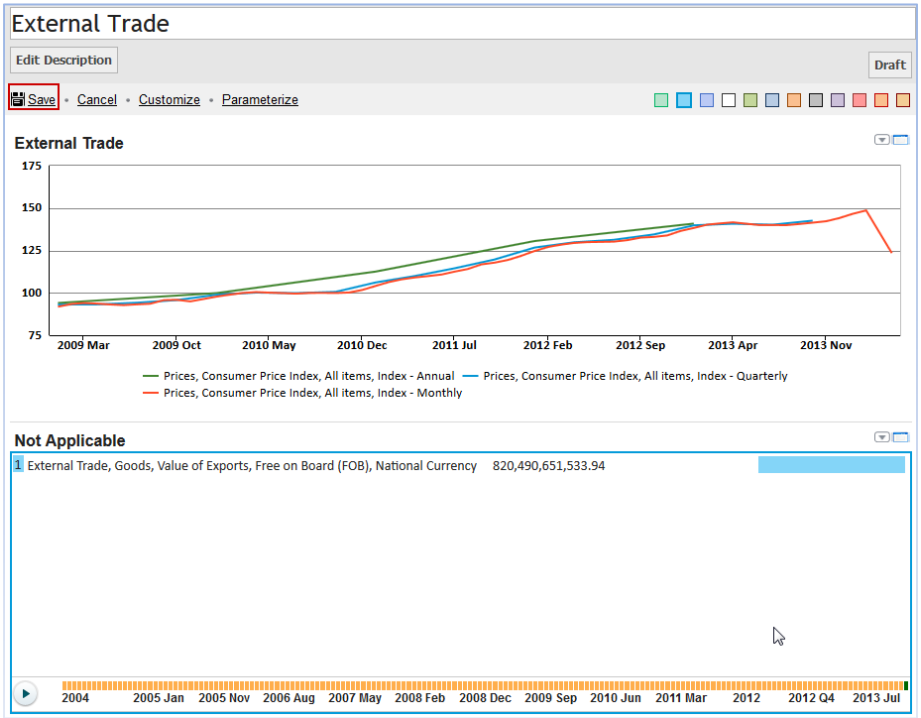
Foot Note	You can add any name as a foot note for your visualization. Default setting is blank. If you select Auto, then the source of the dataset appears as foot note.
Plot area	
Background type and Background color	You can select the background type and the background color for the data visualization.
Legend	You can set the caption for your graph/chart/lines, as per the available choice. • No legend • Legend on top • Legend at right • Legend at bottom
Series	
	Select a chart series from the drop-down list
Name	You can change the name for the indicator and click Set. This enables to give a meaningful-series name (if needed) on the chart.
Color	You can change the background color for the selected indicator.

NOTE: The options available in the table might differ for each graph type.

After you select your requirements, click **Save**. The gadget is now saved.

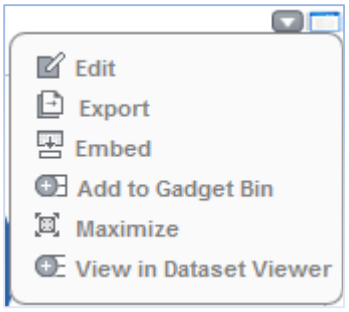


9. Repeat the steps to create gadgets for other content areas. After you create your gadget in all layouts, click **Save**.



Your page is now saved and you can edit the page, export the page, share the page to other users, and so on.

In addition, you can find at the top right-corner of the gadget. Clicking this option has the multiple actions that you can do for your gadget.



Item	Description
Edit	Enables you to edit the gadget, such as graph, indicators, dimensions, and so on.
Export	Enables you to export the particular gadget.
Embed	Enables you to copy the link of the gadget, to use the gadget in other Websites, such as article, blog, and so on.
Add to Gadget Bin	Enables you to add the gadget to Gadget bin, which can be used as a presentation.
Maximize	Enables you to maximize the gadget into the full screen of the display.
View in Dataset Viewer	Enables you to view this gadget as a dataset in a new page. This helps you to quickly go the relevant dataset to view/select more choice of indicators.

NOTE: The options for might differ according to the gadget / visualization type.

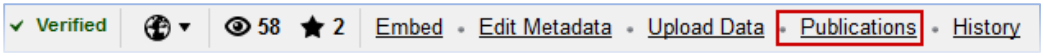
14. Making a Copy of a Dataset or Publishing Dataset to other ODP

ODP enables you to create a copy of a dataset or its subset, which can be published to other ODP portals. This copy of a dataset or the dataset's subset can be published only as a read-only format. This means:

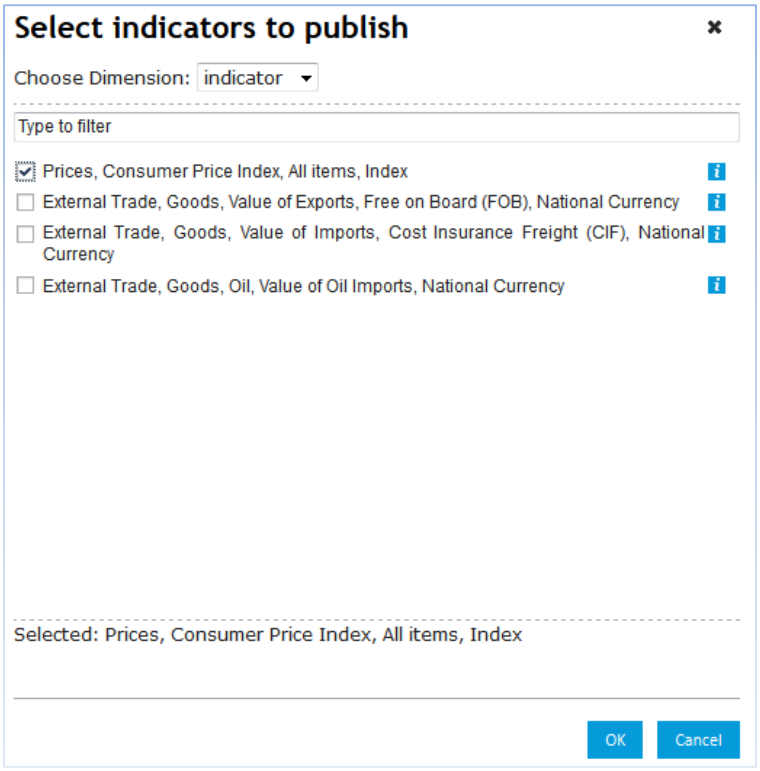
- This dataset is just a read-only copy of a dataset. No modification is allowed in this copy.
- Whenever the data changes on the original / source dataset, this read-only copy dataset also gets the changes automatically.
- Visitors can make the dataset Public, Private, or share this data to other users.

To make a copy of a dataset or its subset, follow these steps:

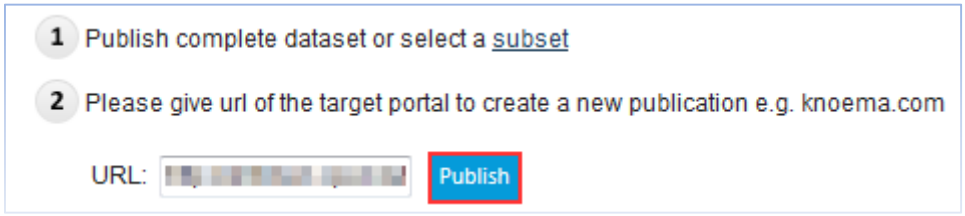
1. Select a dataset from the data catalog.
2. After you select the dataset, click **Publications**.



3. Click **Subset** if you want to select the subset(s) of dataset to publish and click **OK**. Else you can publish the entire dataset.

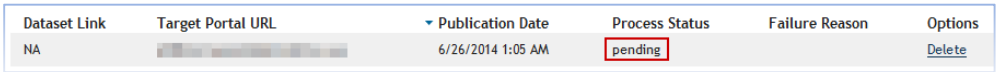

Select indicators to publish
Choose Dimension: indicator
Type to filter
Prices, Consumer Price Index, All items, Index
External Trade, Goods, Value of Exports, Free on Board (FOB), National Currency
External Trade, Goods, Value of Imports, Cost Insurance Freight (CIF), National Currency
External Trade, Goods, Oil, Value of Oil Imports, National Currency
Selected: Prices, Consumer Price Index, All items, Index
OK
Cancel

4. Enter the URL of the target portal to publish the dataset and click **Publish**.

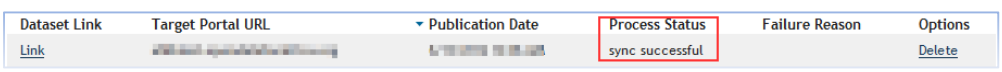

1 Publish complete dataset or select a subset
2 Please give url of the target portal to create a new publication e.g. knoema.com
URL:
Publish

> **NOTE:** The URL can be within the existing ODP portal or any other ODP portal. You must enter the target URL without http://

After you click Publish, the system processes the publication and you can view the Process Status:



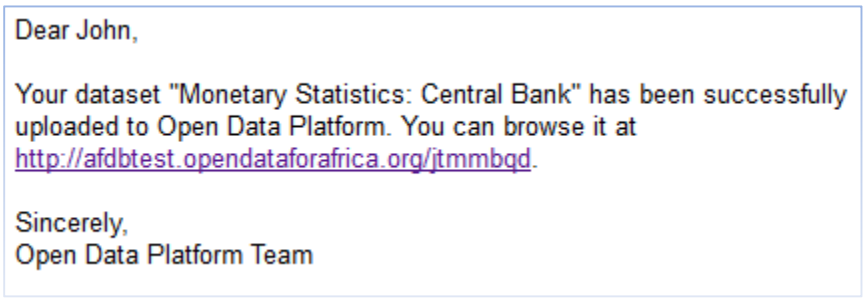
After the process completes, you can view the status as:



NOTE: When the system processes for the publication, you might be re-directed to the target publication portal, and you may need to enter your credentials (username and password) to complete the process.

You must also have the necessary access permission on the target portal.

You will also receive an e-mail in your registered e-mail address, regarding the successful published dataset.

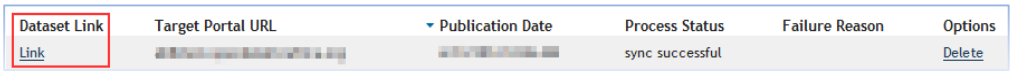


Dear John,

Your dataset "Monetary Statistics: Central Bank" has been successfully uploaded to Open Data Platform. You can browse it at http://afdbtest.opendataforafrica.org/jtmmbqd.

Sincerely,
Open Data Platform Team

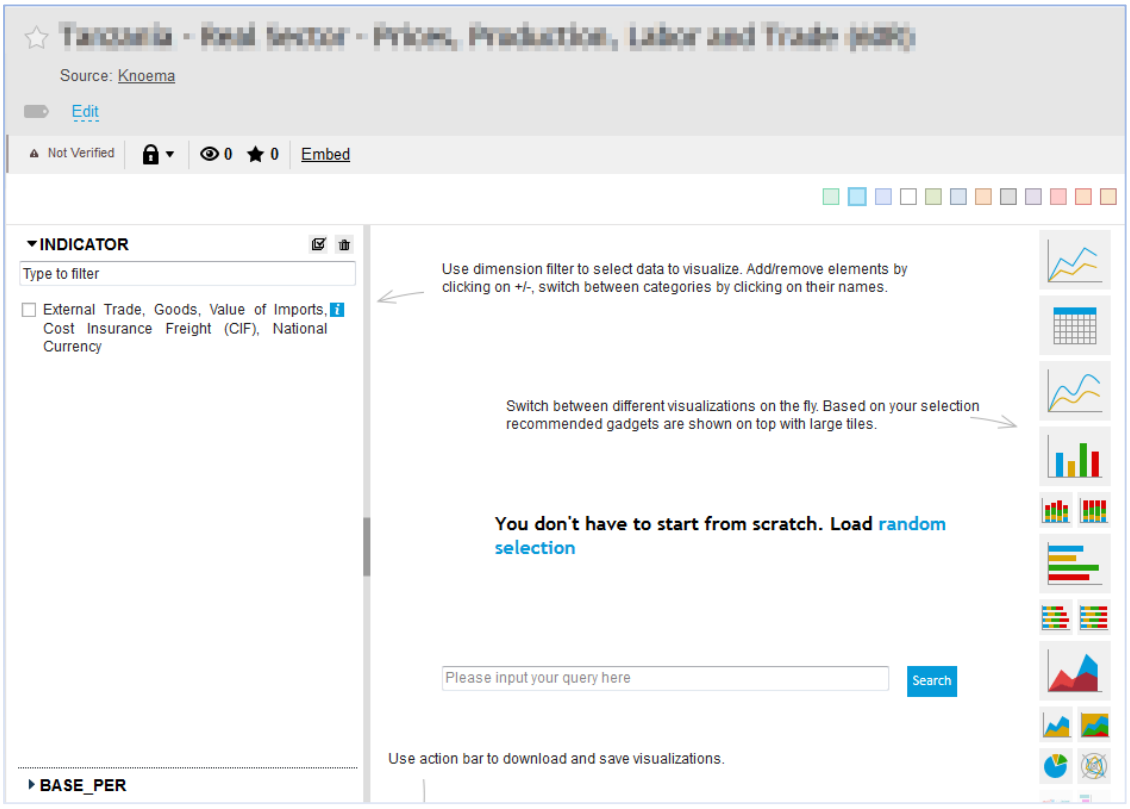
5. After the publication is successful, you can click the **link** to view the published data on the target portal.



Dataset Link	Target Portal URL	Publication Date	Process Status	Failure Reason	Options
Link	[redacted]	[redacted]	sync successful		Delete

You can also visit the target portal in your default Web browser and view the dataset at **Data Catalog → Personal → My datasets**.

On the target ODP portal, the published dataset looks like:


Source: Knoema
Edit
Not Verified
0
0
Embed
INDICATOR
Type to filter
External Trade, Goods, Value of Imports, Cost Insurance Freight (CIF), National Currency
Use dimension filter to select data to visualize. Add/remove elements by clicking on +/-, switch between categories by clicking on their names.
Switch between different visualizations on the fly. Based on your selection recommended gadgets are shown on top with large tiles.
You don't have to start from scratch. Load random selection
Please input your query here
Search
Use action bar to download and save visualizations.
BASE_PER

From this dataset, visitors can make the dataset as *Public*, *Private* or use the *sharing options* to share this dataset. By default, this dataset will be in *Private*.

15. Updating Dataset Metadata

After you upload a dataset, you can provide metadata about the dataset by using **Edit Metadata** option. To update the dataset metadata, follow these steps:

1. Select a dataset from the data catalog.

   Before you edit the metadata, you can add or edit the keywords for your dataset.
2. Click Edit Metadata.

3. In the **Name** field, enter a name for your dataset. This step is mandatory.

4. In the **Description** field, enter a small description for your dataset.
5. In the **Source** field, enter the source of your data.
6. In the **Reference URL** field, enter the URL from where the data is retrieved.
7. In the **Publication Date** field, type the date.

> **NOTE**: Publication date refers to the date when the data is officially published. You need to enter a past date, but not a future date. For example: 01/01/2013

8. In the **Accessed On** field, type the date on which the dataset is accessed.

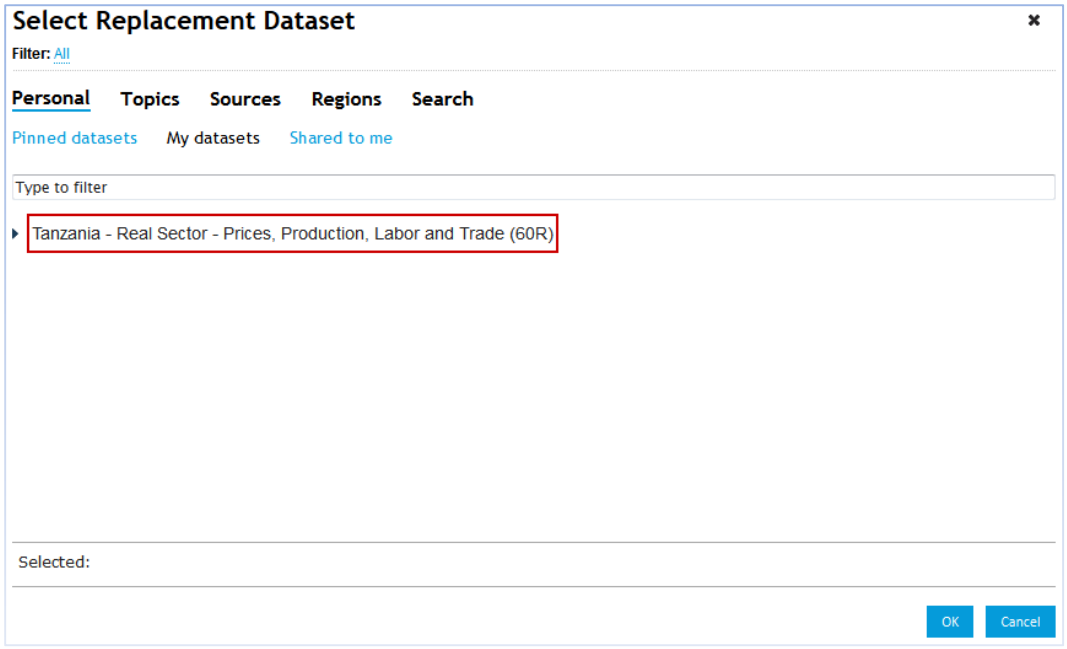
> **NOTE**: Accessed On date refers to the date when the dataset is accessed after the dataset is published. The Accessed On date must be after the Publication Date. For example: 10/01/2013

9. In the **Next Release Date** field, type the date for the next data release.

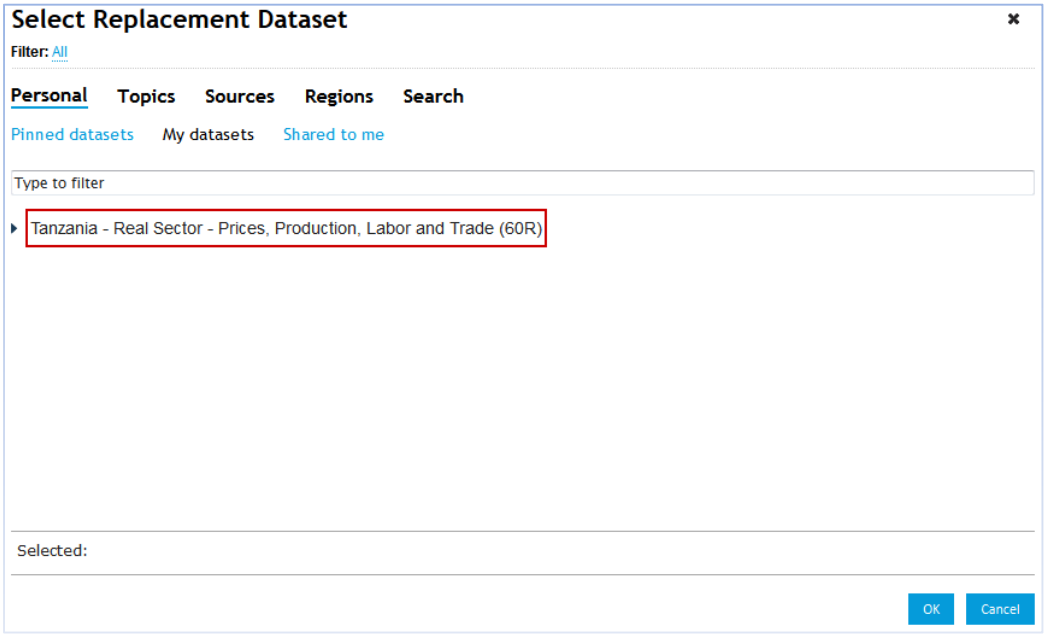
> **NOTE:** Next Release Date refers to the date when the next official published date of the dataset. Steps from 4 to 9 are optional.

10. Select the checkbox *Allow full dataset download,* if you want users to allow the complete dataset to download. By default, this option is *not selected*.
11. Select the **Replacement Dataset** in case if you have any new version of the dataset. To mark the replacement dataset, click None .

    The Select Replacement Dataset window opens.



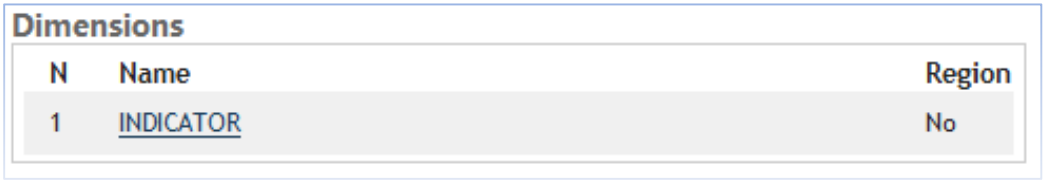
12. Select the dataset that you want to replace and click **OK**. Click **Reset** to clear the dataset that you selected.



> **NOTE**: All dashboards referred to this dataset will be shown alert as either to update or ignore the datasets changes.

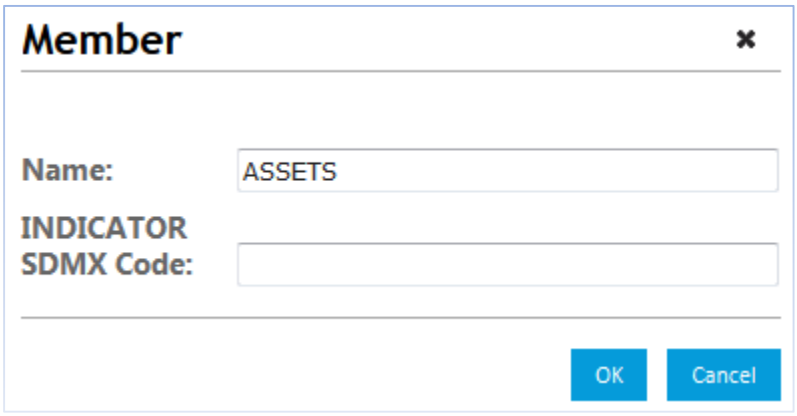
13. Click **Select file to upload** to upload any image / logo for your dataset. Click **Reset** to delete the image.

    In the dimensions field, you can edit the dimension name and the members' name of your data. To edit the dimension, click the dimension that you want to edit. The Dimension page opens.



14. In the **Name** field, enter the name of your dimension if you want to edit the name. This step is mandatory.
15. In the **Description** field, enter a short description.

16. Select the checkbox **Geographical**, if you want to represent the data in a Map view.
17. In the **Members** field, click on a member to edit the name of the member.



18. Click Save. After you click Save, you will be redirected to the previous page.
19. After you complete all, click **Save**.

15.1. Tagging

To add keywords to your dataset:

1. Click **Edit** under the dataset name. The keyword field opens.

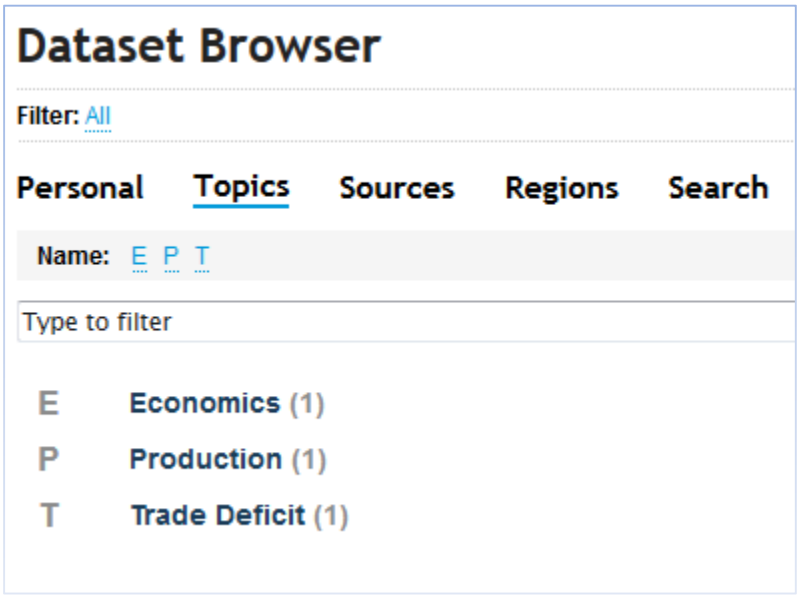
Tanzania - Real Sector - Prices, Production, Labor and Trade (60R)
Source: Knoema
Edit
Verified
58
2
Embed
Edit Metadata
Upload Data
Publications
History
INDICATOR
Type to filter
Prices, Consumer Price Index, All items, Index
External Trade, Goods, Value of Exports, Free on Board (FOB), National Currency
External Trade, Goods, Value of Imports, Cost Insurance Freight (CIF), National Currency
Use dimension filter to select data to visualize. Add/remove elements by clicking on +/-, switch between categories by clicking on their names.
Switch between different visualizations on the fly. Based on your recommended gadgets are shown on top with large tiles.

NOTE: Only the dataset owner or the dataset shared with full control to the users, alone can add the keywords. For other users, this Edit option will not be visible.

2. Type the keywords that you want to add it to your data and click **Save**.

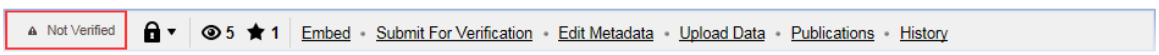
Tanzania - Real Sector - Prices, Production, Labor and Trade (60R)
Source: Knoema
Production
Trade Deficit
Save
Cancel
Verified
58
2
Embed
Edit Metadata
Upload Data
Publications
History
INDICATOR
Type to filter
Prices, Consumer Price Index, All items, Index
External Trade, Goods, Value of Exports, Free on Board (FOB), National Currency
External Trade, Goods, Value of Imports, Cost Insurance Freight (CIF), National Currency
Use dimension filter to select data to visualize. Add/remove elements by clicking on +/-, switch between categories by clicking on their names.
Switch between different visualizations on the fly. Based on your recommended gadgets are shown on top with large tiles.

After you click **Save**, these keywords can be used to browse datasets under *Topics*. When you click **Topics**, from the Dataset browser, all the keywords that are tagged with the datasets appear.



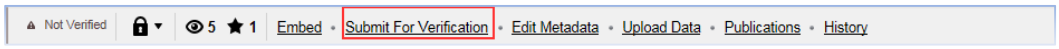
15.2. Submitting dataset for verification

After you upload your dataset to ODP, your dataset will be in **Not Verified** status. You need to get your dataset verified from your ODP manager.

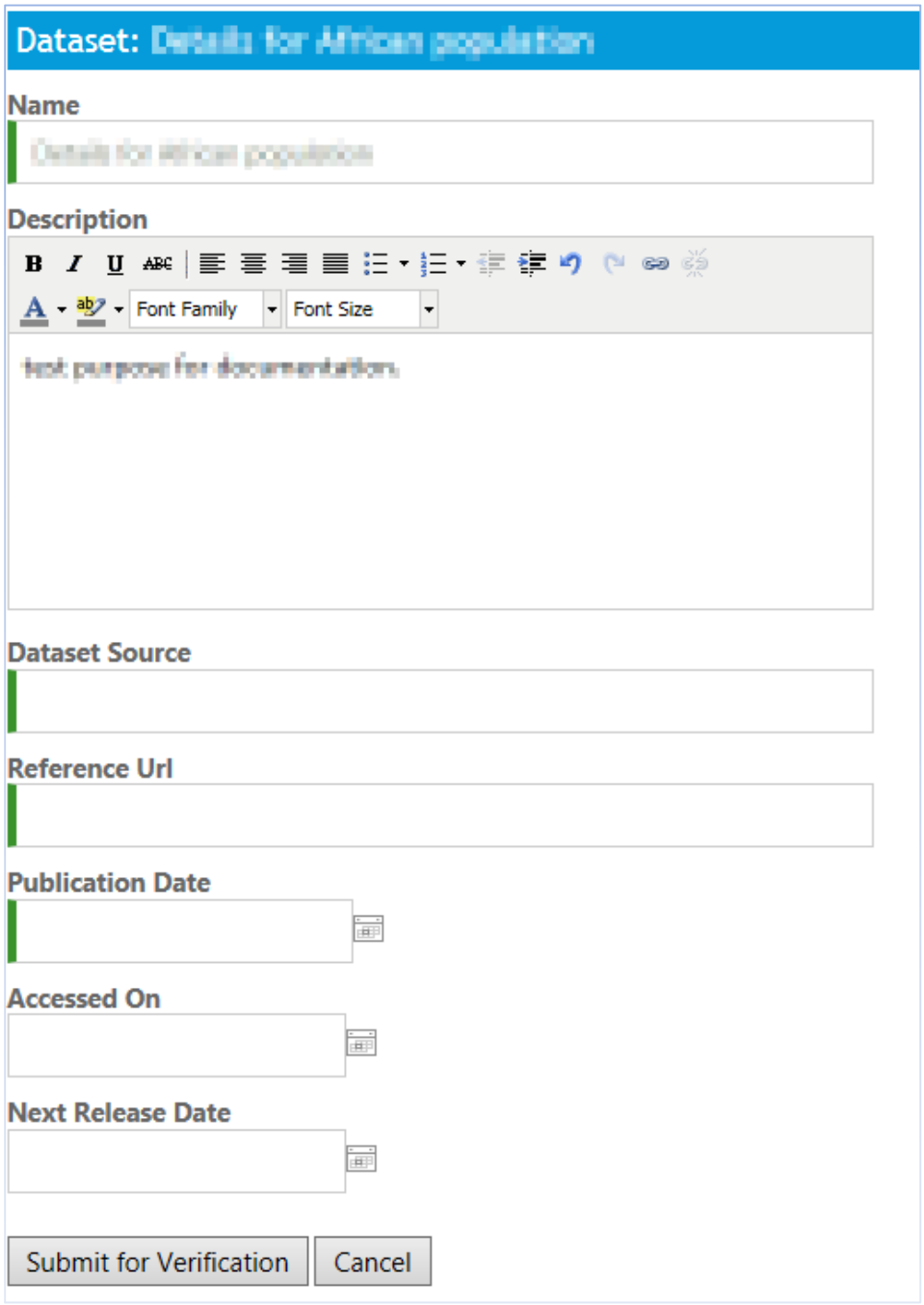


To submit your data for verification, follow these steps:

1. Select a Dataset from the data catalog that you want to send for verification.
2. Click Submit For Verification.



After you click **Submit For Verification**, the following page opens.



3. In the **Name** field, type a name of your dataset.

4. In the **Description field**, type a description for your dataset.
5. In the **Dataset Source** field, type the source from where the data is retrieved.
6. In the **Reference URL** field, type the URL from where the data is retrieved.
7. In the **Publication Date** field, type the date.

> **NOTE:** Publication date refers to the date when the data is officially published. You need to enter a past date, but not a future date. For example: 01/01/2013

8. In the **Accessed On** field, type the date on which the dataset is accessed.

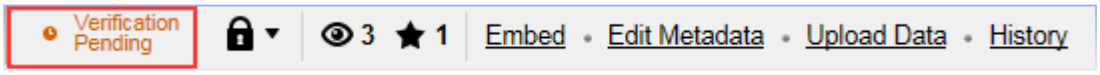
> **NOTE**: Accessed On date refers to the date when the dataset is accessed after the dataset is published. The Accessed On date must be after the Publication Date. For example, 10/01/2013

9. In the **Next Release Date** field, type the date for the next data release.

> **NOTE**: Next Release Date refers to the date when the next official published date of the dataset.

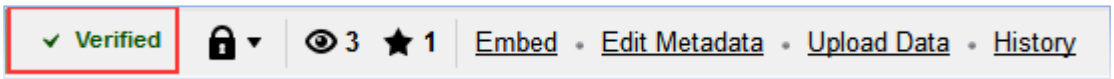
10. After you enter all the details, click **Submit for Verification**.

After you click **Submit for Verification**, your data will now be in **Verification Pending**. Your ODP manager will review your data and your ODP manager can approve or reject your dataset.



You will also receive an email in your registered email, regarding your dataset submission for verification.

If your ODP manager approves your data, your dataset will get changed to **verified** status and you will also receive a verification-success email to your registered email address.

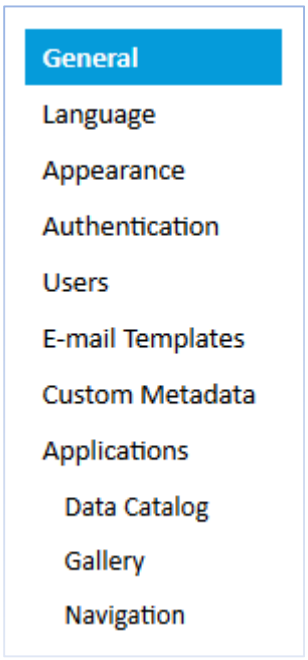


If your OPD manager rejects your data, your dataset will get changed to **Not Verified** status and you also receive a verification-rejected email to your registered email address.

16. Managing ODP

As the ODP manager or the ODP Admin, you can do some of the tasks in ODP. On the Home screen, click **Admin**.

The admin page opens.



16.1. General

Under General, you can manage the general setup for the ODP page. The primary tasks that you can manage are:

Field	Description
Title	Enables you to set the title for the ODP page.
Default permissions None	Enables you to set the default access level for the ODP users. The available options are None, Visitors, and Contributors.

16.1.1 A note on the Default Permissions

None: By selecting this option, whenever a new user signs-up, the ODP manager receives a notification. ODP manager has to approve or reject the user. After the approval, the user gets the visitor role.

Visitor role: By selecting this option, whenever a new user signs-up and the user gets the visitor role to ODP automatically, without the manager's approval. ODP manager can later change the user's access level in **Admin → Users**.

Contributor role: By selecting this option, whenever a new user signs-up, the user gets the contributor role to OPD automatically, without the manager's approval. The ODP manager can late change the user's access level in **Admin → Users**.

16.2. Language

Under language, you can select the default language and the supported languages for the ODP page. You can set the Default language and the supported languages and click **Save**.

16.3. Appearance

Under appearance, you can select the page appearance for your ODP page.

Item	Description
Colors	Enables you to select the colors for the page.
Header	Enables you to select the Logo for the page.
Background	Enables you to select the background color of the page. This can be applied only for the Page Title.
Fonts	Enables you to select the fonts, for texts and titles.

After you set all the options, click **Save**. The settings are applied immediately.

You can also upload a customized theme for the ODP page, by clicking **Upload Custom Theme**. ODP also allows you to download the uploaded customized themes, which can be used later, if needed.

16.4. Authentication

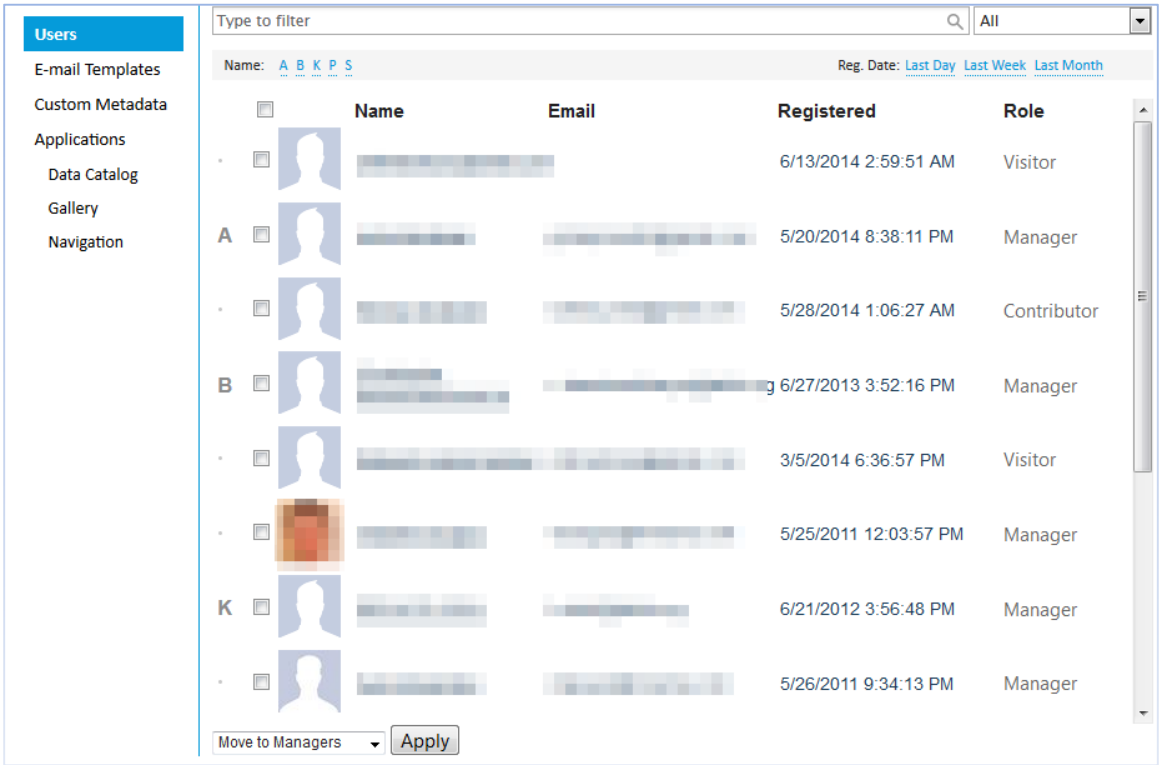
Under Authentication, the options available are:

- **This community is public.** Selecting this option makes the ODP portal as Public. This means, anyone can visit ODP, without a registration. All contents that are made as Public, can be seen by the visitors. By default, this option is not selected.
- **Disable social login (Google, Facebook, Twitter)**. Selecting this option enables to use the social networking page login credentials to the ODP page. By default, this option is selected.

After you set the options, click **Save**. The settings are applied immediately.

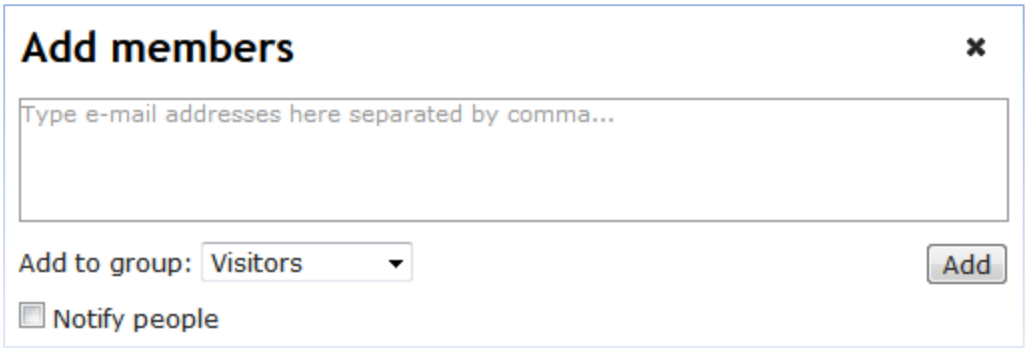
16.5. Users

Under users, you can manage all the users for the ODP page. The users' page looks like:



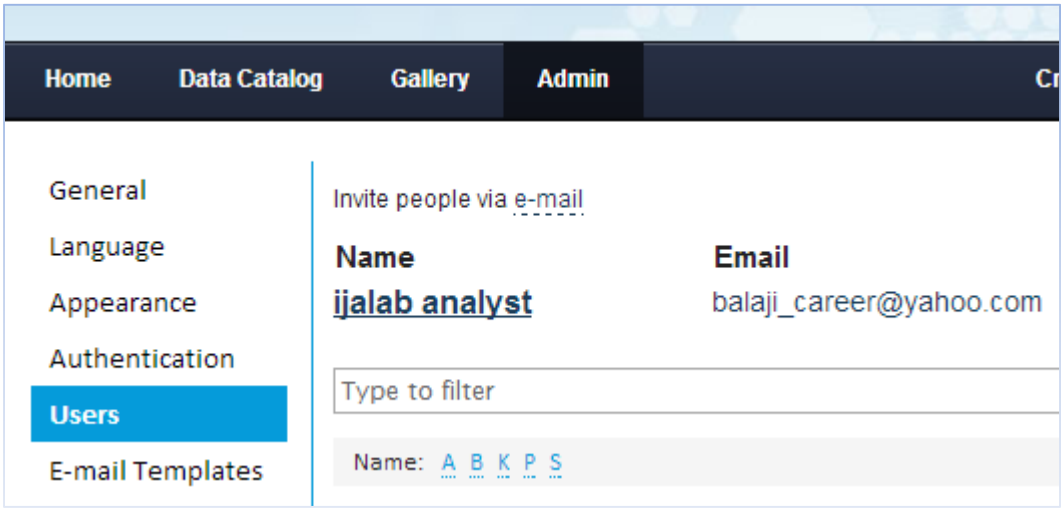
You can invite people to sign-up in ODP by clicking **e-mail**.

After you click **e-mail**, the **Add Members** page opens.

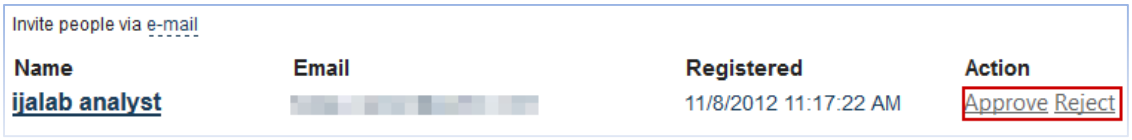


a. Type the email addresses that you want to invite, separated by a comma.
b. In Add to group, select the access level that you want to give to the users. The options are *Visitors, Contributors*, and *Managers*.
c. Select **Notify people** if you want to notify people.
d. Click **Add**.

After you click **Add**, the notifications are sent to the members' e-mail addresses. Once the members proceed and complete the **sign-up** process, you will receive an e-mail with the user(s) details, for the approval. You can also view the requests at **Admin → Users**.



You can approve or reject the user by selecting **Approve** or **Reject**. After you approve or reject any user, the user will get a notification regarding the status of the account.

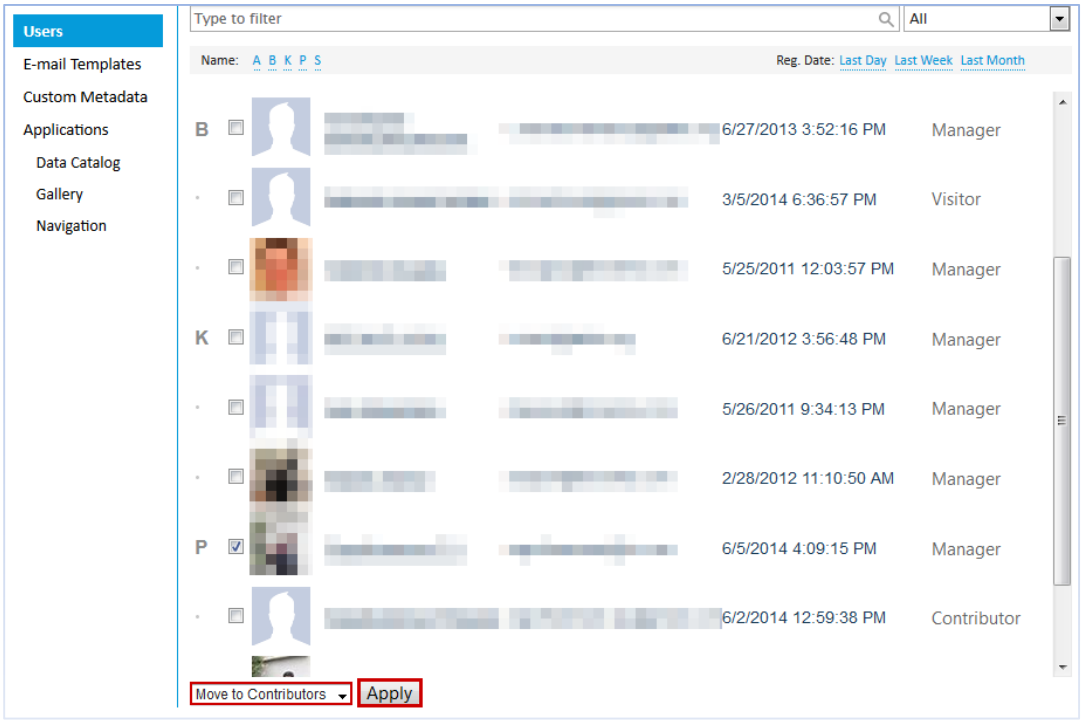


If you approve any user, you can view the user in **Admin → Users**. You can now assign the role to the user:

a. Select the user's checkbox.

b. Select the role. The available options are Move to Visitor, Move to Contributor, Move to Manager, and Remove.

c. After you select the role, click **Apply**.



16.6. Email Templates

Under email templates, you can create a template for the e-mails that are to be sent to the ODP users for account verification, contact email change, user has been blocked, upload failure, upload successful, and so on.

Item	Description
Template type	Enables you to select the template type from the drop-down box.
Sender	Denotes the Sender of the email. Users can see this email address as the sender.
Subject	Enables you to provide a subject name for the selected template from the drop-down box.

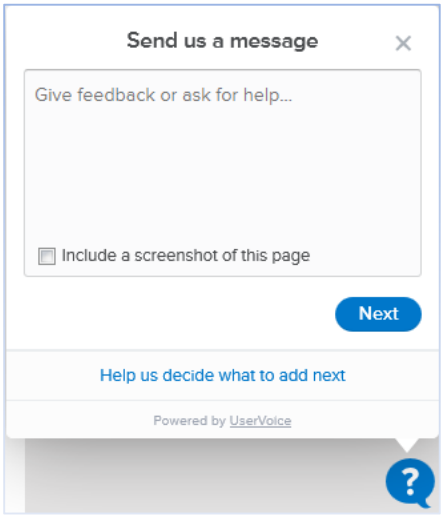
Item	Description
Body	Enables you to draft the body of the message that needs to be sent to the user.

After you modify the details, click **Save**.

17. Technical Support

If you have any questions, feedbacks, or technical issues with ODP, click the icon available at the bottom-right corner.

- After you click the Help icon, the help window pops-up. Type your question, feedback, or any technical issue and click **Next**.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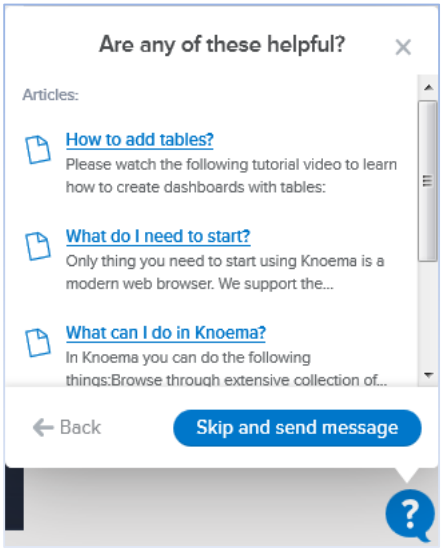
- The tutorials for your relevant question appear. If you did not find the answer in the tutorial, you can click **Skip and send message.**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Please watch the following tutorial video to learn how to create dashboards with tables:
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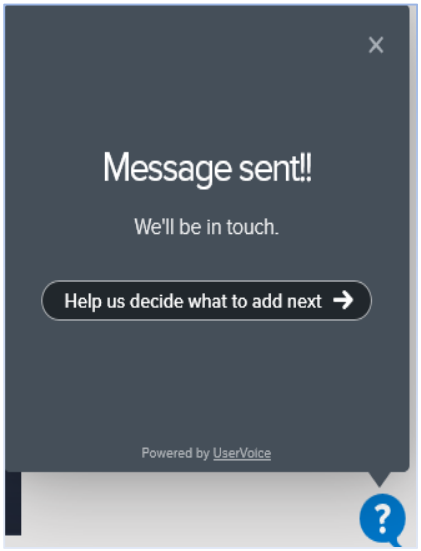

Your inquiry will be answered shortly.